



Role Statement

Role title	Taxation Officer	Classification	AS03
Branch	RevenueSA	Type of Appointment	Temporary
Section	Taxation Services	Position Number	M05372
Approved by	Commissioner for State Taxation	Date	May 2026

Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.

We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.

We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

Who we are



Talented, Clear Eyed and Curious

We are analytical, evidence based, innovative and creative.



High Performing

We are known for achieving successful and timely outcomes.



Trusted Partner

We work better together. We lead, partner, and collaborate to help solve the big challenges.



Agile

We organise around opportunities critical to our state and are flexible in responding to challenges.



Fulfilled and Fun

We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.

What we are known for

A world class Treasury and Finance.

A high performing agency that seizes opportunities, addresses the big challenges, and is a destination employer providing rewarding careers.

Branch/Section

RevenueSA, through the Commissioner of State Taxation, is responsible for the management, collection and enforcement of South Australia's taxation revenue, management of various grant schemes, management and collection of the fixed property component of the Emergency Services Levy (ESL); and management of government rebate incentive schemes.

The revenue collected (apart from ESL which specifically funds the provision of emergency services), is used by the Government to fund the provision of essential services including public health and safety, education and law and order for South Australian citizens.

Working together to deliver contemporary and innovative revenue and grant services for the benefit of South Australia.

Taxation Services is responsible for the administration and collection of South Australia's taxation revenue, in particular stamp duty and payroll tax, and the management of housing grant schemes.

What this role is responsible for

The Taxation Officer is responsible for a contribution to the achievement of RevenueSA's taxation objectives by coordinating and performing a range of administrative and stakeholder contact tasks aimed at achieving RevenueSA's corporate outcomes and operational objectives.

- The coordination of accurate and timely Revenue Assessing, Collection and Compliance.
- Sound knowledge and experience in the provision of Taxpayer/Client Service.
- Coordination and control of effective data integrity.
- Resource Management (staff, systems, outsourcing) is effective and efficient.
- Operational policy and Procedure is up to date, clear, concise and effective.
- Working relationships with related areas are strong.
- Staff selection, development and motivation.
- High levels of knowledge and experience in performing administrative and stakeholder contact tasks.
- Continuous Improvement and best practice are primary operational principles.
- Responsibility for producing regular formal reports

Who this role reports to

The Taxation Officer reports to a team leader or person in a similar position.

Key Relationships/Stakeholders

- The Taxation Officer has contact with external clients.
- Collaboration with all Revenue teams and other agencies is essential to achieve business outcome.

Special Conditions

- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
- This role requires:
 - National Police Check
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
 - Other:
- Some out of hours work may be required. Intrastate and interstate travel may be required.
- The incumbent will be required to participate in the Departmental Performance Management Program.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.
- Rostering requirements exist, starting and finishing times will be set according to business needs.

Essential Expertise

- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*.
- An understanding of and ability to work/manage to the spirit and principles of AS ISO 31000:2018 Risk management – Guidelines.
- Provide a high level of service, including the ability to manage professional relationships and communicate effectively verbally and in writing.
- Acquire, understand and apply knowledge, policy and procedures.
- Interpret data presented in various forms, including identifying errors and inconsistencies.
- Work effectively as part of a team and display professionalism, reliability, flexibility and initiative.
- Manage a complex and diverse personal workload.
- Work under limited supervision.
- Demonstrate a capacity for clear, creative and analytical thinking.
- Explain and apply legislation to complex cases.
- Relate successfully to all levels in the public and private sectors.
- Deal effectively in the resolution of conflict situations.
- Experience in processing a high volume of administrative tasks.
- Experience in the use of computer information systems including various software packages and in particular, Microsoft Word.
- Experience in providing quality advice in an environment involving a high volume of enquiries.
- Experience in reviewing complex records for taxation, or other similar, purposes.
- Knowledge of, or demonstrated ability to acquire a knowledge of, the Acts & Regulations administered by RevenueSA.
- Knowledge of state taxation legislation and regulation or comparative knowledge in a legislative environment.