



SA FIRE AND EMERGENCY SERVICES COMMISSION
Role Description

JOB TITLE: Business Manager CLASS: ASO7 ROLE NO.: M51902 DATE: 6 February 2026	ORGANISATION: South Australian Fire & Emergency Services Commission SECTION: Finance TEAM: Financial Services
This Role Reports to: <ul style="list-style-type: none"> Chief Financial Officer (SAFECOM), but also may take day-to-day direction from the Chief Officer of an emergency services organisation. 	Reporting to this Role: <ul style="list-style-type: none"> One or more Business Support Officers, Regional Business Services Officers, Regional Business Managers or finance officers may report to this position.
Primary Purpose of Role This position is the primary finance/business position in an emergency services organisation, viz, MFS, CFS, or SES. The Business Manager reports to the Chief Financial Officer (SAFECOM), but also may take day-to-day direction from the Chief Officer of the emergency services organisation. Responsible for: <ul style="list-style-type: none"> Providing high quality financial management advice to the emergency services organisation Developing financial data to support the emergency services organisation’s strategic and business plan objectives Developing capital plans for new and replacement assets and associated funding requirements to support short and long term planning Preparing, monitoring and updating annual operating and capital expenditure budgets, forecasts and performance targets Preparing monthly financial reports for the Board and contribute to the preparation of the annual statutory financial reports for the emergency services organisation Coordinating the implementation of financial related projects that improve internal control systems, particularly as they relate to internal and/or external audit findings Overseeing the emergency services organisation’s operating and capital expenditure; ensuring financial management accounting information is produced and interpreted within specified timeframes Reporting to the emergency services organisation’s management on financial performance showing the current financial position and identifying items of significant interest Assisting the emergency services organisation in the development of business cases to support capital acquisitions and applications for funding Developing, implementing and reviewing the full range of financial policies and procedures and ensuring whole of agency compliance Lead and develop the junior members of the Finance team 	
Outcomes <ul style="list-style-type: none"> High quality and timely financial advice and information to the Chief Officer and SAFECOM Board Relevant operating and capital budgets in place and regularly monitored Major contributor to emergency services organisation’s strategic and business plans Financial policies, procedures, systems and controls in place which accord with the Government’s Financial Management Framework Professional Finance team Unqualified Audit Report 	

Resource Management

Financial Authority: \$55,000
Procurement Authority: \$33,000

Oversight of emergency services organisation’s operating and capital budgets.

May be responsible for one or more Business Support Officers, Regional Business Officers, Regional Business Managers or finance officers.

Desirable Attributes

- CPA or CA Qualification
- Broad understanding of the emergency services organisation’s structure and operations
- Relevant experience in a similar position
- Knowledge of public sector management principles and practices

Essential Attributes (Knowledge/Skills/Experience Requirements)

- Proven ability to analyse and interpret complex financial data and develop practical solutions to financial problems
- Proven ability to establish and maintain effective relationships at various levels across multiple organisational units, negotiate complex matters and resolve conflict
- Proven management experience and leadership including the ability to coordinate the work of others to meet high standards
- High level communication skills (written and oral)
- Experience in strategic and business planning
- Experience in the development and improvement of business processes and systems
- Knowledge of accounting standards as they apply to the public sector
- Extensive experience in government accounting and budgetary procedures

Essential Qualifications

- An appropriate degree in accounting, finance or economics majoring in accounting

Key Relationships/Interactions

- Day to day reporting relationship to the Chief Officer of an emergency services organisation
- Chief Financial Officer, SAFECOM (primary accountability)
- Business Support Officers
- Business Services Officers
- Regional Business Managers
- Emergency services organisation employees
- Emergency services volunteers
- SAFECOM managers and staff

Key Challenges

- Meeting deadlines and managing competing priorities.
- Identifying emerging risks and formulating recommendations for their management and/or resolution.
- Leading, managing or participating in change to deliver service improvements in the emergency services organisation.
- Ensuring the engagement of staff and volunteers in the development of the organisation’s strategic and business plans.

Employment Conditions

- Employment conditions will be governed by the *Fire and Emergency Services Act 2005 (SA)*, the *Public Sector Act (2009)*, the *South Australian Modern Public Sector Enterprise Agreement (Salaried) 2017*, the *S.A. Public Sector Salaried Employees Interim Award* and any other applicable legislation.
- The incumbent will be expected to work in a manner consistent with the Code of Ethics for the South Australian Public Sector.
- The incumbent must be prepared to be assigned to another Role at this remuneration level or equivalent.

WHS & EEO

- The incumbent is responsible and accountable for working in an equitable manner and taking reasonable care to protect his/her own health, safety and welfare and avoiding adversely affecting the health and safety of others at work by complying with WHS and EEO policies, practices and legislation.
- Demonstrated commitment to the principles and practices of Equal Opportunity and Ethical Conduct, and an understanding of, experience in, and ability to manage to the spirit and principles of Building Safety Excellence in the Public Sector and the legislative requirements of the Work Health and Safety Act 2012, and utilising AS/NZS ISO 31000 Risk management, or to an equivalent set of standards.

Customer Service

- The incumbent will provide the highest standards of customer service to clients at all levels by modelling service excellence that meets the needs of customers and enhances the corporate profile of the organisation.

Special Conditions

- Nil

Signature: **Date:**/...../.....
 Delegate

ADDENDUM:

The South Australian Fire and Emergency Services Commission provides support services to the Emergency Service Organisations (“ESOs”) to ensure that the Government’s community safety outcomes for emergency prevention and management are met.

VISION, MISSION AND VALUES

Our Vision

A trusted fire and emergency service sector building safer and more resilient communities.

Our Mission

Delivering first class, cost effective emergency management services for South Australia to minimise loss of life and property damage

Our Values

We achieve outcomes through our people

We do what we do because we believe in our communities

Our achievements are the result of working together

We will be judged by what we do rather than what we say