



# Role Statement

<b>Role title</b>	Tax SME	<b>Classification</b>	AS07
<b>Branch</b>	Shared Services SA	<b>Type of Appointment</b>	Contract Short Term
<b>Section</b>	Finance Reform Program	<b>Position Number</b>	TBC
<b>Approved by</b>	Matt Moffat	<b>Date</b>	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

The Tax SME will undertake a key role in the Finance Reform Program (FRP) being led by Shared Services SA to replace the Government's main financial management system (FMS), Masterpiece. The existing system, used by the majority of SA Government Agencies (excluding SA Health), was implemented 30 years ago and is reaching the end of its useful life.

The implementation of Oracle as the selected FMS, and best practice processes, will fundamentally change the way finance activities are performed across all in-scope Agencies and impact a broad range of stakeholders, including financial, ICT and operational teams.

The program of work includes the design and implementation of standardised business processes leveraging industry leading practices and out-of-the-box functionality, testing and deployment of Oracle across a wide range of government agencies; significant change management and stakeholder engagement activities; and execution of a fit-for-purpose training program that supports end user adoption.

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## What this role is responsible for

- Contribute to design activities relating to the new solution, including business requirements definition, development of the proposed functional configuration and to-be business processes and defect resolution.
- Consult and liaise with agencies and internal stakeholders to develop solutions and processes that adopt leading financial practices.
- Undertake complex project work including process re-engineering and standardisation.
- Provide expert Tax Accounting related advice to the project team and Agencies.
- Contribute to the development of new process, policies and procedures.
- Work with software vendors and technical resources to ensure that the process design and functional configuration leverages out-of-the-box system functionality and maximises the opportunities for improved efficiency and automation.
- Maintain accurate and complete records of all key documents and decisions in accordance with the State Records Act 1997 and policies and procedures.
- Contribute to the promotion and implementation of Public Sector Principles and Practices and in particular Equal opportunity, Work Health and Safety by adhering to the provisions of various Acts and associated legislation.

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## Who this role reports to

- The Tax SME is accountable to the Projects Lead

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## Key Relationships/Stakeholders

- The Accounts Payable Team
- Finance Reform Program Team - multiple workstreams staff (Functional, Technical, Test, Change and Training and Project Management Office) Systems Implementation Partner (SIP) staff.
- Staff across Shared Services SA.
- Key Contacts in client Agencies across the Public Sector

### 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:
    - Nationally Coordinated Criminal History 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.
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### Essential Expertise

- Extensive knowledge of current Tax Accounting polices, processes and requirements across the SA Government.
- Demonstrated analytical, multi-tasking and problem solving skills with the ability to diagnose and analyse issues and make recommendations.
- Proven high-level communication skills, including the provision of expert advice on Finance related issues of a complex nature.
- Ability to build and maintain constructive relationships with a broad range of internal and external stakeholders.
- Experience in business requirements identification, standard process design and accurately mapping processes to functional system configuration.
- 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.

### Desirable Expertise

- Relevant Tertiary qualifications in Accounting or a related discipline.
- Experience in working on large scale complex projects and operating in a complex and fast-paced environment.