



Role Statement

Role title	Settlements Officer South Australian Government	Classification	ASO4
Branch	Financing Authority	Type of Appointment	Term/ ongoing
Section	Treasury Operations	Position Number	M05342
Approved by	Chief Executive Officer, SAFA	Date	June 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 Settlements Officer is responsible to the Chief Operating Officer for administering the Treasury Operations

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section.

The role entails delivery of a high-quality Treasury settlement functionality that facilitate the business needs of SAFA, the Department of Treasury and Finance (DTF) and various public sector clients in managing the State's finances.

What this role is responsible for

The Settlements Officer will assist with the provision of an operational bureau service to SAFA's clients and counterparties by processing the timely and effective transactions of SAFA's financial obligations (usually of a high volume) with the international financial markets, which includes:

- Undertaking financial and administrative transactions (usually of high volume) using various financial software platforms including SAFA's Treasury Management system, various banking portals, Austraclear (ASX) and Swiskey.
- Processing timely and accurate banking payment instructions of a high dollar value on behalf of clients.
- Ensuring counterparties are provided with system-produced confirmations and rate set notifications within the time frames as defined by AFMA.
- Complying with internal control procedures in respect to SAFA's settlement function.
- Ensuring financial transactions are properly documented and the safe custody of supporting legal documentation.
- Undertaking accurate reconciliation of settlement records to independent sources; This will include, but is not limited to, FX, futures and banking reconciliations.
- Calculating daily and monthly financial obligations under collateral agreements and communicating confirmation of agreements with counterparties.
- Liaising with external counterparties, including international financial market participants, in a professional manner.
- Administering queries from the public who wish to invest in SAFA's migration bond programs which may require providing advice on the content of the programme and liaising with SAFA's Registry.
- Supporting the Senior Settlements Officer and the Manager, Treasury Operations with settlement queries outside of normal tasks.

Who this role reports to

The Settlements Officer reports directly to the Manager, Treasury Operations, and will contribute as an effective team member within the Operations section, working closely with the Senior Settlements Officer in a supportive capacity.

Key Relationships/Stakeholders

The Settlements Officer must maintain close liaison with SAFA's marketplace counterparties, external investment clients, the Financial Markets and Client Services section of SAFA, SAFA's Compliance team, and the SAFA Systems and Business Improvement team.

Key working relationships outside SAFA required to support performance outcomes include the Department of Treasury and Finance, Auditor-General's Department, banking institutions, the Australian Securities Exchange, MUFG Corporate Services (SAFA's Bond Registry), and Migration SA.

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.

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- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.

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.
- Demonstrated ability to work with a high level of autonomy using initiative, analytical and technical skills with a high level of attention to detail, focussing on accuracy and thoroughness.
- Demonstrated ability to utilise computing systems and software tools such as Excel.
- Demonstrated ability to communicate effectively with customers, senior management and staff at all levels both verbally and in writing to foster excellent customer service.
- Demonstrated high level of organisation and efficiency in the simultaneous performance of a variety of daily tasks in a constantly changing (often high pressured) environment.
- Ability to use discretion and maintain confidentiality.
- Commitment to service excellence and to the achievement of service delivery standards.
- Experience in the reconciliation of financial and accounting records with supporting documentation.

Desirable Expertise

- Broad knowledge of financial instruments and derivatives used in financial markets.
- Accreditation by the Australian Financial Markets Association (AFMA),
- Degree in Accounting, Economics or other finance-related field.
- Commencement of studies offered by the Financial Services Institute of Australia (FINSIA)

Comment [KP]: Would this also be achievable at ASO4 level? Perhaps this knowledge would be covered in the dot point above?

Comment [LE]: Several graduates commence this course at this level. So point valid for Completion. Perhaps reword to imply commencement or remove all together

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