

ROLE DESCRIPTION

ROLE TITLE: SENIOR FINANCE OFFICER

CLASSIFICATION: ASO5

ROLE NUMBER: M00320

AGENCY: [Department of the Premier and Cabinet](#)

DIVISION: State Library of South Australia

BUSINESS UNIT: Finance, Risk and Compliance

REPORTS TO: Manager, Finance, Risk and Compliance

ROLES REPORTING TO THIS ROLE: *NIL*

BUDGET: *NIL*

ROLE PURPOSE: To support the Manager, Finance, Risk and Compliance to effectively administer, manage, and monitor budgets, contracts, procurement, and risk for the State Library that contributes to the achievement of the Libraries Board and State Library strategic outcomes.

KEY OUTCOMES OF ROLE:

1. Coordinate the preparation of the annual budget in accordance with State Library goals and objectives and contribute to the development of a 5-year budget strategy.
2. Contribute to the effective financial management of the State Library by undertaking the following:
 - Prepare and manage reconciliations.
 - Regularly monitor financial performance and prepare financial reports.
 - Managing cashflows and budget forecasting
 - Ensure financial delegations are up to date and exercised appropriately.
 - Develop and implement appropriate policies and procedures.
3. Provide advice and support to the Director, Associate Directors, Managers, Staff and the Libraries Board on matters concerning financial, risk and procurement issues and resources including year-end reporting.
4. Identify and resolve complex invoicing and accounting issues including redesigning and implementing business improvement systems and practices.
5. Coordinate a comprehensive and effective risk management program that meets departmental standards and ensures compliances with whole of government insurance requirements.
6. Collate data and prepare a range of ad-hoc reports.
7. Establish sound communication channels and provide expert advice and assistance to senior management and staff in relation to business, finance, procurement and contracts management.
8. Undertake project work.

KEY RELATIONSHIPS / INTERACTIONS:

- Director and Associate Directors
- Manager, Finance, Risk and Compliance
- Senior Managers and State Library staff
- DPC and Shared Services staff

SPECIAL CONDITIONS:

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires (please select those relevant for the role):
 - National Police Check (required for all roles)
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.
- Out of hours work may be required.
- Intra-state and interstate travel may be required.

KEY SELECTION CRITERIA:

- High level financial management skills including budgeting, monitoring and reporting.
- Sound knowledge of treasury instructions, government accounting standards, policies and procedures.
- Highly developed interpersonal, negotiation and influencing skills to effectively liaise, consult, communicate and establish collaborative relationships with a wide range of stakeholders.
- Demonstrated ability to work under limited direction to plan activities, set priorities and apply analytical and problem-solving skills to achieve agreed quality outcomes.
- Possess an energetic, dynamic, and proactive approach to work and issues, and enthusiastically respond to change.
- Demonstrated ability to work successfully and flexibly as part of a team and contribute positively to a spirit of team cooperation.
- Proven experience in implementing and applying risk management strategies and frameworks that contribute to improved outcomes.
- Demonstrated experience in working with financial and contract management systems and software as well as high level skills in the use of Microsoft Office 365 software, in particular Excel.

PURPOSE

- Making a difference so South Australia thrives

VISION

- The Heart of government

DPC VALUES

- Curious
- Courageous
- Connected

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|-------------------|--------------------------------|
| ▪ Trust | ▪ Collaboration and Engagement |
| ▪ Service | ▪ Honesty and Integrity |
| ▪ Professionalism | ▪ Courage and Tenacity |
| ▪ Respect | ▪ Sustainability |

CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Supports and Implements the Strategic Direction

- Understands the big-picture and contributes to the development of strategic direction
- Understands and supports organisational goals and business objectives
- Understands, supports and promotes organisational goals and business objectives
- Steers and implements change
- Identifies, defines and solves complex problems relating to the teams work objectives
- Identifies broader factors, trends & influences across the Public Service that may impact on the teams work objectives

Achieves Results

- Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes
- Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result
- Ensures compliance with Public Sector legislation, regulations and policies
- Monitors project performance and takes action to improve the delivery of quality outcomes as required
- Values specialist expertise and capitalises on the knowledge and skills of self and others

Enhances Business Excellence

- Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these
- Keeps abreast of market trends, developments and economic/legislative changes to meet current and future organisational needs
- Identifies learning opportunities. Gives timely praise and recognition. Deals with under performance promptly, and works towards agreed performance standards
- Embeds a strong customer service ethos by understanding needs
- Monitors expenditure, manages procurement and contract procedures and identifies the appropriate use of resources

Cultivates Productive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

Exhibits Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained