



<b>Position Title:</b> Financial Operations and Assurance Lead	<b>Location:</b> Parliament House
<b>Classification:</b> AS08	<b>Reports to:</b> Chief Finance Officer
<b>Entity/Division:</b> Joint Services Division	<b>Direct Reports:</b> Nil
<b>Business Unit:</b> Finance	<b>Job Status:</b> Term Contract

### ABOUT US

The Joint Parliamentary Service Committee (JPSC) is a Standing Committee of the Parliament. It consists of the President of the Legislative Council, the Speaker of the House of Assembly and two Members from each House. The JPSC is responsible for the administration of the Joint Parliamentary Services (JPS).

The Finance Unit is a business unit within the Joint Services Division and provides broad financial services and business support across the Parliament of South Australia.

The role is responsible for providing services to a diverse customer group including the two Houses of Parliament and Joint Parliamentary Services, and where applicable the broader Parliamentary Community including Members of the Legislative Council and House of Assembly, parliamentary officers and Electorate Officers.

### KEY OBJECTIVES

The Financial Operations and Assurance Lead provides high-level expertise and program leadership to support the Chief Finance Officer in delivering effective financial management, governance and strategic initiatives across the Parliament of South Australia.

- Support the CFO in strengthening financial governance, reporting and operational excellence.
- Lead targeted improvement initiatives across financial systems, processes and controls.
- Strengthen financial management compliance and internal control environments.
- Lead the planning and implementation of measured financial process and system improvements.
- Provide high-level technical advice and contribute to workforce capability development.

## RESPONSIBILITIES

### Financial Management, Reporting and Compliance

- Provide compliance oversight of statutory and financial management reporting obligations, with a focus on compliance with applicable frameworks, standards and legislative requirements.
- Provide high-level analysis and advice on financial management matters including policies and procedures within a finance function.
- Review and contribute to budgets, forecasts and financial plans.
- Lead the implementation and ongoing maturity of a structured Financial Management Compliance Program.
- Support the effectiveness of the Audit and Risk Committee (ARC), including monitoring and reporting on actions.
- Actively contribute to governance, compliance and assurance activities across Parliament SA.
- Promote a strong culture of compliance, accountability and risk management.

### Project and Continuous Process/System Improvement

- Lead and deliver finance-related projects that improve operational efficiency, governance, internal controls and service delivery. This includes accounts payable system/process improvements.
- Deliver initiatives aligned to a forward improvement roadmap.
- Lead end-to-end review and mapping of finance workflows and transactional processes.
- Contribute to financial process/system optimisation and data integrity.
- Monitor outcomes and ensure sustainable implementation of improvements.

### Leadership and Capability Development

- Supervise and develop assigned staff, where applicable, fostering a culture of continuous improvement and accountability.
- Provide high-level technical advice including financial management compliance and accounts payable processes.
- Lead cross-functional improvement initiatives and influence stakeholders to achieve sustainable control and process improvements.
- Support capability uplift within the Finance team through knowledge sharing, guidance and embedding improved practices.

## KEY SELECTION CRITERIA

- Strong experience in financial management including statutory reporting and financial management compliance in a dynamic organisation.
- Proven ability to improve financial processes, systems and operational workflows.
- Experience in strengthening financial management compliance frameworks and internal controls.

- Demonstrated capability to lead projects and implement business improvements.
- Strong analytical, problem-solving and decision-making skills.
- High-level communication and stakeholder engagement skills.
- Demonstrated ability to operate autonomously while supporting senior leadership and manage competing priorities.
- Experience in planning and implementing financial systems, including driving architecture improvements to enhance functionality, integration and data integrity.
- Experience supporting audit and assurance processes including monitoring and updating registers.
- Demonstrated ability to provide technical leadership and guidance.
- An ability to manage to the spirit and principles of the legislative requirements of the Work Health and Safety Act 2012 (SA), utilising AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines, or to an equivalent set of standards.

### **KEY RELATIONSHIPS/INTERACTIONS**

- Chief Finance Officer (line manager)
- Executive Officer, JPS
- Clerk of the Legislative Council
- Clerk of the House of Assembly
- Finance Team
- Leaders and officers of the Legislative Council, House of Assembly, and Joint Parliamentary Services
- Members of the Parliament of South Australia
- Ministers' Offices and Electorate Office employees
- Liaises with a range of stakeholders including officers from relevant Government agencies, such as Audit Office SA, Department of Treasury and Finance, Australian Bureau of Statistics and Australian Taxation Office

### **QUALIFICATIONS**

#### *Essential:*

- Degree in Accounting, Finance or related discipline.
- Membership of a recognised Accounting Association (CA or CPA).

### **PRE-EMPLOYMENT SCREENING REQUIREMENTS**

- All appointments are subject to reference checks, pre-employment assessment, and National Police Clearance.
- The inherent requirements of the role and intrinsic risk(s) will be considered in assessing prior conviction notifications and declarations of misconduct in previous workplaces.

**ADDITIONAL INFORMATION**

- The appointment is made pursuant to the Parliament (Joint Services) Act and, while the provisions of the Public Sector Act do not apply to this position, public sector conditions apply, and entitlements are transferable.
- There may be a requirement to work outside of normal working hours.
- Any person who is, and is seen to be, active in political or electoral affairs and intends to carry on this activity may compromise the strict political neutrality of this position and could not be considered for appointment.
- Employees are required to comply with all health, safety and risk management policies and procedures of the Parliament and take all reasonable care that any actions or omissions do not impact on the health and safety of others in the Parliament precinct.
- Employees must observe the Parliament of South Australia Code of Conduct and comply with the Conduct Standards in the Code.

**CERTIFIED CORRECT**

Executive Officer: \_\_\_\_\_ Date: / /