



ASO4 Finance Officer, Business Partnering Financial Management Service Branch

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24-hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

Summary

Business Service provides corporate management of financial, asset and information resources and service delivery of expiation notice processing, exhibit property management, vehicle impounding and information release. Core functions of Business Service include:

- Processing expiation notices issued by SAPOL members and outside agencies.
- Financial management services.
- Creating, maintaining, storing and releasing of information essential to SAPOL's mission of reducing crime and serving the community.
- Management of SAPOL's physical assets including fleet, property and facilities.
- Procurement and contract management services .
- Service management of contractual arrangements between SAPOL and Shared Services SA in relation to payroll, accounts payable, accounts receivable and taxation.

Business Service operates to provide an effective, professional service for all customers (internal and external).

Financial Management Services Branch provides financial services to external and internal clients and co-ordinates financial management within SAPOL including:

Service

Integrity

Leadership

Collaboration

Courage

Respect



- Corporate Budget and Resource Planning
- Maintain the management of the Treasury function
- Strategic Financial Management Reporting and Systems
- Capital Planning and Management (in conjunction with Physical Asset Services Branch)
- Accounting Policy
- Financial Improvement
- Financial Controls

The Finance Officer is accountable to the Principal Finance Business Partner for contributing to the provision of financial planning, financial reporting and financial control across various SAPOL portfolios and Services.

The incumbent will provide administrative, financial and business support and may be required to undertake special projects and reviews as directed.

Special Conditions

Work Status	The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check. The incumbent may be assigned to other duties at this remuneration level or equivalent.
Location	Adelaide CBD
Qualifications	An appropriate degree in Accounting, Commerce and or Business Administration.
Out of Hours Work	Some out of hours work may be required.
Travel	Some intrastate and interstate travel may be required.
Performance Management	The incumbent is required to participate in SAPOL's iEngage program.

Reporting / Working Relationships

The Finance Officer reports to the Principal Finance Business Partner.

The position may be required to liaise with Senior Leadership, project/program Managers and other SAPOL stakeholders to provide financial advice and financial support. The position may also be required to liaise with other government agencies and external stakeholders.

KEY OUTCOMES

- Coordinating, or undertaking a range of complex functions associated with assigned programs, projects, systems and/or services that are consistent with agency strategies, policies and priorities and deliver SAPOL's objectives.
- Provide sound knowledge of government and SAPOL specific financial management, accounting and budgeting principles, practices, standards, structures and evaluation techniques that impact SAPOL.
- Undertaking investigations, preparing reports with recommendations, maintaining records and systems and contributing to the development of programs and provide input into, assigned programs, projects, systems and/or services.
- Undertaking a broad range of research and analysis to provide advice, information and correspondence that supports the delivery of assignment agency programs, projects, systems, policies and/or services.
- Supporting and/or contributing to the development and implementation of relevant and effective policies, strategies, standards, guidelines and procedures to meet program or Service goals and objectives.
- Assist in the preparation and monitoring of service budget allocations, monthly and annual budget forecasting, transactional analysis and transactional processing as required.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Ability to communicate effectively, in both written and verbal formats, with a wide variety of stakeholders.
- Ability to produce concise, relevant, accurate and timely financial reports and analyses for budget monitoring and decision-making purposes.
- Ability to work effectively, both independently and as a member of a team, to organise workloads and meet deadlines.
- Experience in conducting financial analysis and providing financial advice.
- Possess drive and display initiative and implement continuous improvement and quality customer service strategies
- Demonstrated high degree of professional integrity and ability to maintain confidentiality.
- Sound knowledge of government accounting, the budget process and Australian Accounting Standards.
- Sound knowledge of Australian Accounting Standards, Treasury Instructions and relevant Accounting Policy Statements issued pursuant to the Public Finance and Audit Act.

Desirable Characteristics

- An appropriate degree in accounting, finance, business, commerce or economics, majoring in Accounting.

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Guidelines.