
ASO6 Senior Finance Business Partner

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:

- 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 Senior Finance Business Partner is accountable to the Lead Finance Business Partner.

The Senior Finance Business Partner provides high-level financial reporting, budgeting coordination, and advice to support SAPOL's financial planning and decision making. Working closely with Senior Leadership, the role contributes to the development and continuous improvement of financial strategies and ensures consistency across internal and external financial processes.

The position delivers client-focused financial and administrative services, including the preparation and analysis of capital, revenue and recurrent budgets, and supports strategic planning through providing advice on workforce and financial matters. Responsibilities include preparing costings for business cases, managing project/program funding, and supporting financial briefings and reviews to optimise operational efficiency.

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, Finance, or related discipline
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 Senior Finance Business Partner reports directly to the Lead Finance Business Partner and is required to work closely with Service executives, branch managers and other team members to provide expert financial advice.

The position may be required to liaise with other government agencies and external stakeholders.

KEY OUTCOMES

- Provide finance reporting to accurately reflect current and future financial status and effectively manage budget to ensure the efficient operation of portfolio budgets.

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- Plan, develop, manage and evaluate assigned portfolio programs, projects, systems, policy development processes and/or services that deliver SAPOL's objectives, including implementation of change initiatives.
 - Motivate and/or mentor staff and coordinate resources and stakeholders to deliver assigned portfolio programs, projects, systems, policy development processes and services.
 - Resolve complex issues with innovative solutions, utilising appropriate methodologies that are consistent with SAPOL objectives and require a significant level of responsibility for aspects of state, regional and/or local programs.
 - Develop and maintain professional working relationships with key internal and external stakeholders to ensure a coordinated delivery of Financial Business Partnering services across SAPOL, supporting Branch, Service, Project, Program and organisational level strategic objectives and remaining highly responsive to stakeholder needs and operational priorities.
 - Undertake critical, sensitive and/or complex research, analysis and reporting relating to key data trends and policies that impact on successful completion and implementation of processes and systems.
 - Provide policy input and advice to assigned portfolio management and stakeholders regarding current relevant discipline developments and issues related to assigned SAPOL programs, projects, systems and/or services.
 - Manage critical, sensitive and/or complex information and consultation processes with stakeholders and other government agencies, when required.
 - Identify cost-saving opportunities, ensuring financial practices align with SAPOL's strategic objectives, whilst providing responsive support to financial enquiries and reporting requirements

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- An appropriate degree in Accounting, Finance, or related discipline.
- Experience developing, coordinating and undertaking the delivery of finance related programs, projects and services, utilising a business partnering approach, and effectively working with Business Units to ensure financial activities and reporting meet SAPOL and Government requirements.
- Considerable experience developing and evaluating Branch budgets and financial forecasts, undertaking financial analysis on capital and operating performance, including identifying complex issues and risks, and providing expert advice on budget proposals for capital projects, operational activities and revenue proposals.
- Significant knowledge of, and experience in the use of financial accounting systems.
- Substantial knowledge of contemporary financial management methodologies, financial and budget management practices and Australian Accounting Standards and knowledge

of Government financial management frameworks and systems, associated Treasury instructions, standards, policy and legislation.

- High level interpersonal, written and verbal communication skills to influence, negotiate and liaise effectively with a broad range of people, clearly explain complex information, and develop and maintain productive working relationships and partnerships to facilitate the achievement of financial initiatives.
- Demonstrated ability to work both independently and within a team, under broad direction and exercise judgement, delegated authority and a significant level of responsibility to identify performance outcomes, determine priorities and perform complex work within required timelines.
- Demonstrated capacity to research, analyse and interpret financial information to resolve finance related problems and utilise appropriate methodologies, standards and documentation to prepare data and statutory reporting and inform financial decision making.
- High level knowledge of South Australian Government financial accounting principles, including the Treasurer's Instructions, Accounting Policy Framework and Australian Accounting Standards

Desirable Characteristics

- Knowledge of public sector accounting systems and policies and administrative procedures and policies.

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.