

Position Description

Finance Officer

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child's potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

							
SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

The Finance Officer contributes to the delivery of a high-volume, transactional financial support service to schools and preschools. The role is responsible for supporting core financial administration activities within the School and Preschool Financial Accounting (SPFA) team, with a focus on master data management, financial authorisation processing, and responding to taxation-related administration queries.

This role supports compliance with departmental financial governance frameworks by ensuring accurate and timely processing of financial records within the Education Management System (EMS/Civica).

Position title	Finance Officer
Classification	ASO3
Division	Finance Division
Directorate	Financial Accounting and Compliance



Location	31 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Manager, School and Preschool Accounting
Direct reports	Nil
Role description date	July 2026

What you will do (key outcomes)

1. Process and maintain supplier (vendor) master data within EMS/Civica, ensuring all supplier information is complete, accurate and compliant with departmental and audit requirements, and perform validation checks to prevent duplicate or incorrect supplier records.
2. Administer and process financial authorisation forms for schools and preschools, maintaining accurate and up-to-date authorisation records in line with departmental policy and liaise with schools to ensure forms are correctly completed, authorised and compliant with requirements.
3. Respond to financial administration enquiries from schools and preschools, providing advice and support in accordance with departmental guidance and ATO requirements, escalating complex or high-risk matters to senior finance staff where required.
4. Provide frontline support to schools and preschools in the use of EMS for financial administration processes and assist with high-volume transactional processing activities as required.
5. Support the integrity of financial and master data within EMS and contribute to ensuring compliance with financial management frameworks and audit requirements.
6. Identify opportunities to streamline and standardise administrative processes and contribute to the development of procedural documentation and guidance materials.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Attention to Detail:** Strong accuracy in processing financial and master data, with ability to identify errors and inconsistencies.
- **Task Management:** Ability to manage high volumes of work and competing priorities in a structured environment.
- **Customer Service:** Ability to provide clear, practical and responsive advice and support to school-based staff with varying levels of financial knowledge, delivering a high standard of customer service.
- **Communication Skills:** Well-developed written and verbal communication skills, with the ability to communicate information clearly, build effective working relationships and respond appropriately to stakeholder enquiries.
- **Process Orientation:** Ability to follow established procedures and apply consistent decision-making.
- **Financial Administration Knowledge:** Demonstrated understanding of basic financial administration processes, practices and systems including supplier management and GST concepts.
- **Systems Capability:** Experience working with financial systems (preferably EMS/Civica or similar ERP systems), with the ability to maintain accurate data and navigate multiple systems effectively.
- **Equal Opportunity and WHS:** Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment; and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
• Assistant Director, Financial Accounting • Manager, School and Preschool Financial Accounting • Finance Division management and staff • Other Education management and staff • Shared Services SA • Department of Treasury and Finance • Various other government agencies as required	Essential: Nil Desirable: A tertiary qualification in accounting, finance or related discipline. Completion or study towards membership of a professional accounting body or equivalent.

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You may need a current driver's license and be willing to drive You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training You must be an Australian resident or provide evidence you have a current work permit

Assessed by: Bailey Bowyer, People and Culture Consultant		Approved by: Timothy Burton, Assistant Director, Financial Accounting	
Date: July, 2026		Date: July, 2026	