



Role Statement

Role title	Team Leader Financial Services	Classification	ASO6
Branch	Super SA	Type of Appointment	Contract
Section	Finance Directorate	Position Number	P58961
Approved by	Chief Executive	Date	Aug 2026

Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.

We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.
We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

Who we are



Talented, Clear Eyed and Curious

We are analytical, evidence based, innovative and creative.



High Performing

We are known for achieving successful and timely outcomes.



Trusted Partner

We work better together. We lead, partner, and collaborate to help solve the big challenges.



Agile

We organise around opportunities critical to our state and are flexible in responding to challenges.



Fulfilled and Fun

We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.

What we are known for

A world class Treasury and Finance.
A high performing agency that seizes opportunities, addresses the big challenges, and is a destination employer providing rewarding careers.

Branch/Section

Super SA

For over 120 years, Super SA has been helping members secure their financial future. Super SA is a superannuation fund for South Australian government employees and is a branch of the Department of Treasury and Finance.

Super SA is dedicated to championing the financial well-being of South Australians and is passionate about helping members to live their best life in retirement. Super SA's long-term success is largely due to the talent and expertise of staff who strive to create an environment that is supportive, safe and secure. The work culture is positive and inclusive, making it a rewarding and enjoyable place to work.

Finance Directorate

The Finance directorate is responsible for the financial management of Super SA and their members. This includes financial and budgetary services to internal clients, attend to financial enquiries and assist in the monitoring and reporting of project purpose funding and operational based funding. The team works closely with public sector agencies and employers, unions and financial advisors to promote and deliver services.

What this role is responsible for

- Ensure the delivery of timely, relevant and accurate financial services to Super SA and its members.
- Develop, implement and evaluate financial procedures, including periodic reviews and updates.
- Undertake the design, development and implementation of system changes and enhancements.
- Test, review, report and document the implementation of new financial systems or major improvements on existing systems.
- Develop and ensure financial data and reports are extracted from relevant financial systems and are assessed for accuracy and variances.
- Maintain the general ledger and related database systems and ensure updates are carried out within designated timeframes.
- Undertake reconciliations between the general ledger, bank statements, superannuation administration systems and ATO data.
- Undertake research and analysis on a range of financial information and data and prepare discussion papers and reports.
- Establish, maintain and engage with internal and external stakeholders to ensure the delivery of key financial business outcomes.
- Ensure the effective leadership and management of the Financial Services team and the delivery of its accountabilities, including undertaking performance discussion improvements and managing recruitment, induction and training for all team members.
- Manage and oversee the team's workloads to ensure the delivery of accurate, timely and efficient financial services and facilitate appropriate and equitable distribution of duties.
- Ensure strong and effective financial controls are maintained, including delivery of month end reconciliation in accordance with the agreed timetable.
- Monitor, analyse and report on team performance, including recommending strategies for improvement.

- Upskill staff to develop operational competency and to engender an attitude which encourages efficiency, accuracy and initiative, whilst maintaining financial accuracy.
- Monitor risk and compliance to ensure financial transactions comply with regulatory requirements, including reporting incidents and managing complaint resolutions.

Who this role reports to

Reports to The Head of Finance (Schemes).

Key Relationships/Stakeholders

- Leads and manages the Financial Services team.
- Liaises with Finance Directorate, Super SA management and staff.
- Liaises with internal and external stakeholders, including auditors, financial institutions and service providers.

Special Conditions

- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
- This role requires:
 - ☒ Nationally Coordinated Criminal History Check
 - ☐ Working with Children Check
 - ☐ Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
 - ☐ Other:
- Some out of hours work may be required. Intrastate and interstate travel may be required.
- The incumbent will be required to participate in the Departmental Performance Management Program.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.

Essential Expertise

- Relevant tertiary qualifications in Accounting, Finance, Business or Economics or equivalent experience.
- Strong understanding of accounting principles and practices.
- Proficiency in analysing financial statements, balance sheets, and income statements.
- Proven ability to interpret complex financial data and generate actionable insights.
- Demonstrated experience overseeing the preparation of financial reports and statements, analysing financial data to identify trends and make informed decisions.
- Demonstrated experience leading a team of finance professionals to achieve business objectives.
- Proven ability to undertake a variety of tasks concurrently and produce high quality results within agreed deadlines.

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- Possess proficient written and verbal communication and presentation skills, and ability to represent the branch with a high degree of professional competence.
- Demonstrated ability to work independently under broad direction, plan activities and set priorities to achieve objectives and deadlines.
- Demonstrated ability in establishing and maintaining effective working relationships with a wide range of stakeholders.
- Ability to think logically and analytically, undertake research, analyse problems and provide effective solutions.
- Ability to provide leadership, work collaboratively in a team environment, contribute to a culture of teamwork and take a shared responsibility for achieving results.
- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*.
- An understanding of and ability to work/manage to the spirit and principles of AS ISO 31000:2018 Risk management – Guidelines.

Desirable Expertise

- Experience in the provision of accounting services within a superannuation environment, and in applying Accounting Standard AASB1056
- Experience in the operation and maintenance of computerised general ledger accounting packages (e.g. MYOB), and the Microsoft Office suite of programs.
- Experience in the operation and maintenance of superannuation administration systems and database packages.
- Experience in Government financial systems and processes.

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