
ASO7 Principal 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 Principal Finance Business Partner provides high-level advice in finance, budgeting, and forecasting for Services within SAPOL. This role includes developing innovative solutions, engaging in continuous improvement initiatives and collaborating with a variety of stakeholders to understand and provide guidance on business financial priorities and strategies.

Key responsibilities include initiating and delivering significant agency programs and projects, coordinating resources for complex statewide operations, supervising and motivating staff to achieve objectives, resolving complex issues with innovative solutions, providing expert advice to senior management, and leading research and analysis of complex issues.

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	Tertiary degree in Finance, Accounting 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 Principal Finance Business Partner is accountable to the Lead Finance Business Partner.

The Principal Finance Business Partner may be responsible for providing or coordinating training and guidance to the Finance Business Partnering team, when required.

KEY OUTCOMES

- Deliver customer focused and strategically aligned services and practices, engaging with stakeholders to successfully negotiate sensitive, critical or complex matters.
- Initiate, plan and deliver significant assigned Service programs, projects, systems and/or services that are consistent with SAPOLs objectives, including coordinating the implementation of change initiatives.
- Coordinating the resources and implementation of processes for sensitive, innovative, critical or complex Statewide/ Service wide operations that demand a significant level of responsibility and decision making.
- Assist with supervision of staff, providing motivation in the achievement of difficult and sometimes conflicting objectives.

- Resolve complex issues with innovative solutions that are consistent with SAPOLs objectives.
- Provide expert level advice to senior management regarding current relevant developments and their potential implications to SAPOL policies and strategic plans.
- 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.
- Leading, where required, high level research and analysis of complex and sensitive issues and/or policies.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- An appropriate degree in Accounting, Finance, or related discipline.
- Experience in leading, motivating and influencing staff, driving and evaluating work objectives for improved service performance across strategically aligned functions.
- Demonstrated detailed organisational knowledge of, and experience in Government financial management, accounting and budget principles, practices, standards, structures and evaluation techniques and the management of a financial function for a significant Government organisation, including developing and analysing organisational performance reports.
- Proven ability to work under broad direction in initiating, planning and delivering significant programs of work and providing timely, concise written and verbal communications to people at all levels.
- Detailed understanding of Procurement Guidelines and Department of Treasury and Finance (DTF) Treasury Instructions.
- Excellent demonstrated interpersonal, negotiation and communication skills including proven ability to present oral reports, communicate in writing in a fluent and logical manner and present reports and data clearly and effectively.
- Proven ability to represent and advocate on behalf of a stakeholder in various forums and the ability to establish rapport with a wide range of people within the public and private sectors.

Desirable Characteristics

- Comprehensive knowledge of public sector accounting systems and policies and administrative procedures and policies.
- Membership to either the Institute of Chartered Accountants or Certified Practicing Accountants Australia

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.