



ASO5 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:

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 Business Partner is accountable for the provision of client focused, professional financial and administrative advice, financial reporting and analysis on a range of support services. Working with limited direction, the position is responsible for the establishment, monitoring and analysis of capital, revenue and recurrent budgets, provides expert financial, workforce and strategic planning advice, informing stakeholders on strategic and critical budget matters, attending to financial enquiries, transactional tasks and preparing and assisting in the development of costings for briefings or business cases and assisting in managing project or operational purpose funding.

The incumbent will also organise and prepare financial information for briefing papers, assist in the processing of administrative matters and provide strategic project support as required. The Finance Officer may also be required to provide financial assistance, advice and liaise with Senior Leadership within the organisation. The incumbent is responsible for undertaking financial and administrative reviews and assessing opportunities to minimise or avoid costs to ensure operations are maintained at an optimal/economic level and those practices meet SAPOL's strategic requirements.

The Finance Business Partner is accountable to the relevant Principal/Lead Finance Business Partner.

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 tertiary qualification in Finance
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 Business Partner reports to Principal/Lead Finance Business Partner. The position may be required to liaise with Service executives and branch managers to provide financial advice. The position may be required to liaise with other government agencies and external stakeholders.

KEY OUTCOMES

- Provide timely financial reporting to accurately reflect current and future financial status
- Effective budget management that will ensure the efficient operation of service and branch budgets
- Prepare costings, financial analysis and manage financial accounting related compliance activities, reconciliations and associated banking arrangements
- Assist in implementing and/or coordinating assigned portfolio programs, projects, systems, policy development processes and/or services that deliver SAPOL's objectives, including the implementation of change initiatives
- Resolve complex issues with innovative solutions that are consistent with SAPOL objectives
- 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.
- Provide analysis, research, information and expert advice services that will assist in the development of assigned portfolio programs, projects, systems, policies and/or services
- Undertake critical, sensitive and/or complex information, consultation and/or negotiation processes with stakeholders and across government agencies
- Coordinate investigations and prepare reports and recommendations on matters on some complexity and sensitivity.
- Ensure SAPOL's financial & administrative policies and practices are maintained by identifying issues and recommending appropriate actions.
- Lead the preparation / development of costings associated with new measures, analysing and reporting on expenditure, revenue and project/program funding.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- A degree in Accountancy, Commerce, Economics, Business Management or a related discipline, majoring in accounting.
- Demonstrated interpersonal and communication skills, with a proven ability to present oral and written reports to Senior Leadership, convey complex information clearly, and effectively advise, consult, liaise and negotiate across diverse stakeholders.
- Proven analytical and conceptual skills which provide effective solutions and enhance operational efficiency.

- Proven ability to prioritise work, meet deadlines, plan, gain the respect and confidence of others and effectively manage resources.
- Possess a high degree of integrity, drive, initiative and enthusiasm to work under limited supervision and the ability to maintain confidentiality.
- Experience in budgetary control, financial management, use of computer software packages, information systems appropriate to an accounting environment, research and problem analysis, recommendation of effective solutions to problems and the provision of financial support.
- Knowledge of accrual accounting practices, principles involved in budgeting and financial reporting.
- Demonstrated knowledge of Australian Accounting Standards, Treasury Instructions and relevant Accounting Policy Statements issued pursuant to the Public Finance and Audit Act;

Desirable Characteristics

- Awareness of the Government Management Framework, Financial Management Framework and Treasurers Instructions.

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.