

Position Description

Finance Support Officer

Why work with us

We're building a public education system which is genuinely recognised as world-class - where every preschool and school is great and where there is growth for every child and student.

We are one team, statewide. Everyone in public education works together, united behind our vision because what we're doing today will improve the futures of children in South Australia.

We're making a difference so South Australia thrives.

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 Support Officer is responsible for delivering a range of financial and accounting services to support the financial operations of pre-schools including processing financial transactions, maintaining ledgers and providing accurate financial reporting to multiple preschools in a timely manner. The role also provides quality, timely and accurate financial information services and customer centric support to assist site leaders with making effective decisions.

This position operates in a complex environment of rapid change, reform and competing priorities where the Department, through a team within central office, undertakes the financial transaction processing and reporting on behalf of individual sites in order to improve of financial operations of schools and preschool and to meet departmental goals.



Position title	Finance Support Officer
Classification	AS03
Division	Finance Division
Directorate	School and Preschool Financial Support
Location	Level 12, 31 Flinders Street, Adelaide
Reports to	Manager, Preschool Financial Services
Direct reports	Nil
Role description date	July 2023

What you will do (key outcomes)

1. Provide a range of financial and accounting activities to support the financial operations of pre-schools including processing Accounts Payable and Accounts Receivable transactions through the Department's finance system.
2. Deliver a range of regular and ad hoc accounting services including undertaking monthly reconciliations of preschool bank accounts, maintaining the General Ledger and associated subsidiary ledgers processing of Goods and Services Tax (GST) transactions and preparing monthly Business Activity Statement (BAS) return.
3. Provide quality, timely and accurate financial information services and customer centric support including producing and preparing accurate monthly financial reports and management reports for site leaders and governing councils in a timely manner.
4. Respond to queries and issues within the day to day operating environment and escalate complex issues and risks in accordance with policy and procedures.
5. Develop and maintain collaborative working relationships with Preschool Directors and administrative staff including interpreting policy and procedures and providing support to the development and implementation of Preschool financial administration processes.
6. Develop and maintain close and collaborative communication networks within the Finance Division and across the Department.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Communication:** Well developed interpersonal and written and verbal communication skills to liaise with and respond to a diverse range of people in a courteous, accurate and timely manner, to foster trust, confidence and the cooperation of others, and to prepare reports, presentations and correspondence.
- **Task Management:** Ability to work effectively independently and within a team, under general direction, use initiative and judgment in the application of established procedures to identify and successfully complete tasks and resolve day to day issues to meet deadlines.
- **Change Management:** Ability to use technical skills to collate and analyse financial information, develop and implement practical solutions which emphasises accuracy and thoroughness, work flexibly and respond to changing work requirements.
- **Accounting Functions:** Experience in undertaking accounting functions including processing Accounts Payable and Accounts Receivable transactions, preparing financial reconciliations and maintaining the General Ledger and associated subsidiary ledgers.

- **Accounting Tools:** Experience in using computer software packages and systems appropriate to an accounting environment including in the use of word processing, spreadsheet and database applications.
- **Accounting knowledge:** Sound knowledge of contemporary work practices, processes and systems related to the delivery of financial and accounting support services and knowledge of the Departments functions and activities.
- **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
Director, EMS Finance Transition Manager, Preschool Financial Services Manager, School and Preschool Financial Support Manager, EMS Financial Support Officers in the Finance Division Preschool Directors and other preschool staff External stakeholders	Essential: Nil. Desirable: Qualifications in Finance, Accountancy or Business.

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: Claire McInnes, P&C Advisor		Approved by: Tim Elliott, Director, EMS Finance Transition	
Date: 18/08/2023		Date: 21/8/23	

