Position Description

Senior Management Accountant

Why work with us

The Office for Early Childhood Development was created to champion change and to help build a system that gives all South Australian children a flying start to life.

Guided by the recommendations of the Royal Commission into Early Childhood Education and Care, the Office for Early Childhood Development is the steward of the early childhood development system in South Australia.

The Office is tasked with a significant responsibility: bringing together a holistic, connected system for early childhood development across South Australia, with the goal of reducing the rate of children entering school developmentally vulnerable. Critical to this is the roll-out of universal 3-year-old preschool from 2026, giving every child access to 2 years of teacher-led, play-based early learning before school by 2032.

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 Senior Management Accountant plays a critical role for the Office for Early Childhood Development, exercising high levels of financial knowledge, expertise and experience to ensure robust financial controls, budget management, forecasting, estimates, analysis, performance reporting, audited financial statements, compliance to Treasurers Instructions and effective financial advice provision across the organisation's corporate and reform activities.

Working under broad direction within the Enterprise Services team of the Office of the Chief Executive, the Senior Management Accountant will be required to provide expert financial advice, exercise original thinking and independent judgement to continuously improve the Office for Early Childhood Development's financial decision-making, performance, compliance and literacy.

Position title	Senior Management Accountant
Classification	ASO8
Division	Office for Early Childhood Development
Directorate	Enterprise Services
Location	60 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Senior Manager, Financial Services
Direct reports	TBC
Role description date	November 2026

What you will do (key outcomes)

1. Lead the delivery of a high quality, expert financial business advisory service to enable the achievement of the Office's goals in supporting early childhood development.
2. Provide strategic financial, analytical and budgetary advice to Executive Directors, Directors and relevant staff that builds internal knowledge capability, supports compliance with Treasurer's Instructions, legislative requirements and accountabilities and minimises financial risk to the government.
3. Lead the review of business cases, cabinet submissions and business proposals developed by divisions to identify financial and budget impacts, critically analyse budget variances and provide advice for planning and forward estimates.
4. Plan, coordinate and oversee the high-level business performance analysis and delivery of budgetary and financial processes, in particular State Government budgetary reporting processes, Estimates Committee, Budget and Finance Committee and ensure that Executive are provided with clear, concise and professional briefings and monthly financial management reports.
5. Plan, coordinate and oversee the Office's budget management process including forecasting, monitoring, mid-year budget adjustments and full-time equivalent (FTE) funding alignment. This includes development of monthly revenue and expenditure budgets, budget periodisation, journals and related tasks.
6. Plan, coordinate and oversee the production of monthly financial reports for divisions for use in key decision-making, including monthly financial reports, monthly FTE report, variance analyses, end of year projections and advice on acquittals and external reporting.
7. Develop and maintain effective and collaborative relationships with external stakeholders including other government agencies, that enable strengthened financial practices and approaches for the Office for Early Childhood Development.
8. Provide effective leadership and mentorship to team members and staff, fostering the development and maintenance of positive, collaborative and professional capability within the Finance Division.

9. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Communication and relationships:** Demonstrated high level ability to communicate effectively, in writing and verbally, to people at all levels within and outside the public sector in a professional, confidential and a tactful manner, with proven skills in developing and maintaining networks, building internal knowledge and capability in responsible financial management and providing concise, accessible and high-quality advice and reports.
- **Discipline Knowledge and Expertise:** Demonstrated expert financial and budget management expertise and experience within the South Australian Public Sector, exercising sound practices and advice aligned to the Treasurer's Instructions, Parliamentary system and Cabinet processes.
- **Strategic leadership:** Demonstrated ability to work in a highly effective manner, under broad agency direction, determine objectives, risks and priorities within the framework of corporate goals, work with astuteness and discretion in a sensitive/political environment, exercise significant levels of independent judgement, analyse and resolve complex problems, cope with high volumes of work and changing priorities and meet critical deadlines while handling a number of sensitive issues.
- **Task management:** Demonstrated ability to apply strategic, conceptual and analytical problem-solving skills including the ability to plan, lead, implement, evaluate and manage multiple, complex financial projects, while having consideration of regular operational requirements and constraints.
- **Analysis and advice:** Demonstrated high level financial and budgetary management discipline expertise and experience, particularly providing strategic advice to Executive levels, preparing and managing budgets in large, complex organisations on a rolling 5-year basis. Demonstrated ability to and provide concise, accurate, accessible and high-quality analysis, reports and advice.
- **Government and finance knowledge**: Demonstrated extensive knowledge and experience of government financial management frameworks, processes, systems and budget and finance functions, as well as whole of government policies and guidelines, the roles, functions and responsibilities of Government, the Parliamentary system and Cabinet processes.

Who you will work with (key relationships)	Qualifications
Chief Executive, OECD OECD Executive Leadership Team Department for Education Department of Treasury and Finance Shared Services SA Auditor-General's Department	**Essential:** An appropriate tertiary qualification in accountancy, finance, business management or a relevant discipline. **Desirable:** Nil.

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code Ethics at all times Support diversity and promote an inclusive workplac everyone Maintain a commitment to Work Health and Safety legislative requirements	You may need a current driver's licence 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: Jen King P&C Consultant		**Approved by**: Lauren Channen, Director Enterprise Services	
Date: November 2026		**Date:** November 2026	