ROLE DESCRIPTION

Finance Officer

Government of South Australia
Department of Treasury and Finance

Role title	Finance Officer	**Classification**	ASO3
Branch	Shared Services SA	**Type of Appointment**	
Section	Financial Accounting	**Position Number**	P71136
Approved by		**Date**	12/11/2026

Who we are

At the Department of Treasury and Finance (DTF), we're building a world-class Treasury for South Australia – it's about the people and the impact we create together.

We're South Australia's lead agency for economic, digital and financial policy outcomes. Our work touches every corner of the state, from enabling frontline services to driving digital transformation. And we do it all with one purpose: to make life better for the people who call South Australia home.

What sets us apart

Good people...
who welcome you

Join a team of highly skilled people who are genuinely keen to connect, collaborate and support each other in the pursuit of excellence.

Interesting work...
that challenges you

Apply your skills to meaningful, work. Whether you're working on major policy decisions or working behind the scenes, your work here matters.

Serious impact...
that connects you

See your work translated into the infrastructure, services and prosperity of South Australia.

Working for DTF includes

Flexibility and Reach	We actively promote flexible working arrangements and value diversity in the workplace. This role may involve occasional out-of-hours work or travel, offering a unique window into all that's happening across South Australia.
Continuous Growth	You will participate in our Departmental Performance Management Program, designed to support your personal growth and help you build a compelling career.
Broad Exposure	You may be assigned to other positions at the same level, providing multi-disciplinary exposure, a variety of work and professional development opportunities.

About your branch

Shared Services SA (SSSA) strives to deliver high-quality financial, payroll and work injury services to our customers. We care about providing timely, accurate and contemporary services, so government agencies can focus on delivering for the South Australian community.

What you will do

The Finance Officer is responsible for undertaking a broad range of financial management services.

- Assist to maintain the unclaimed monies register, including processing lodgements and claims, answering enquiries, assisting the public with lodgements and claims.
- Provide quality customer service, whilst building relationships with clients, and demonstrating respect, consistency and courtesy when dealing with written and verbal enquiries.
- Prepare reconciliations, process accrual and correction journals, and assist in the administration of various financial accounting systems, to ensure the effective and efficient delivery of financial reporting and associated data to clients.
- Contribute to process improvements by participating in finance-related service delivery reforms.
- Undertake accurate and timely reconciliations including those associated with client bank accounts, subsidiary records, and complex feeder system transactions, including investigating and following up of outstanding items.
- Assist with providing bank, payroll and expense management system account reconciliations and associated system administration, unclaimed moneys administration and associated advice to a range of SA Government agencies.
- Effectively identify and manage risks related to your role in line with the DTF Risk Management Framework.
- Operate in line with public sector values, including integrity, inclusion and workplace safety and in accordance with relevant legislation, policies and standards.

Working relationships

Key relationships include:

- The Finance Officer maintains a professional working relationship with employees and stakeholders at all levels within Shared Services SA and client agencies internal/external to the portfolio. The incumbent may be required to work across a variety of teams.

Team, budget and reporting responsibilities

Reports to: The Finance Officer reports to the Team Leader, Financial Integrity and works as part of the Quality and Compliance team within Financial Accounting.

Direct reports: N/A

What you bring (essential criteria)

What the role requires:

- Ability to communicate, both verbally and in writing, in a clear and concise manner, whilst maintaining sound working relationships with all stakeholders.
- Ability to work under limited supervision, to cope with high volumes of work, deal with competing demands, meet strict deadlines and organise activities to provide efficient services.
- Ability to work collaboratively in a team environment, contribute to a culture of team work and take a shared responsibility for achieving results.
- Ability to work in a customer service environment with a commitment to providing quality customer service and achieving client satisfaction.
- Ability to use initiative and judgement with a strong commitment to service excellence.
- Ability to undertake financial analysis and present information clearly and concisely.
- Experience in, preparing reconciliations and contributing to business process improvement.
- Proficient in the use of Microsoft Office suite of products including work processing and spreadsheet packages appropriate to a financial management and accounting environment, in addition to knowledge of the internet.

Additional capabilities (desirable)

It's not essential, but we'd love you to have:

- Appropriate tertiary qualifications in accounting or finance.
- Sound knowledge of financial management processes, Treasury and government reporting requirements and accounting standards, particularly as applied in the SA Government environment.

Special Conditions

To ensure we remain South Australia's trusted advisor, safeguarding our state's economy and protecting the people we serve, the successful candidate will be required to undergo relevant screening assessments in line with our Employment Screening Policy. These checks ensure we maintain the high standards of a world-class Treasury.

☐ Nationally Coordinated Criminal History Check
☒ SAPOL
☐ Working with Children Check
☐ Security Clearance (Baseline, Negative Vetting Level 1, Negative Vetting Level 2, or Positive Vetting)
☐ Other: