ROLE DESCRIPTION

Accounts Payable Lead

Government of South Australia
Department of Treasury and Finance

Role title	Accounts Payable Lead	Classification	ASO6
Branch	Shared Services SA	Type of Appointment	Temporary
Section	Financial Services	Position Number	P60588
Approved by	Mark Carey Executive Director	Date	October 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 Accounts Payable Lead is responsible for working directly with key stakeholders to implement more effective and automated transactional workflows and engaging client agencies to improve efficiency and quality of services provided.

The role leads initiatives that enhance service delivery, strengthen stakeholder engagement, improve compliance, and drive the adoption of digital and automated solutions across SA Government agencies and suppliers. With a focus on optimising business process automation includes driving the adoption of electronic invoicing by SA Government suppliers to improve payment performance across client agencies.

The role may have responsibility for the supervision, coaching, and development of staff and may lead project teams or cross-functional initiatives across the business.

Other responsibilities include:

- Direct liaison with SA Government suppliers to maximise their adoption of electronic invoicing and implementing other measures to automate existing manual transactional workflows.
- Engagement of client agencies to improve efficiency and quality of services provided through process review and data driven recommendations.
- Analysis, communication, and validation of requirements for changes to business processes, policies and systems.
- Contribute to complex project work including process re-engineering, consolidation, and standardisation of transactional workflows.
- Contribute to the achievement of Shared Services SA objectives, goals, and priorities, through the application of specialist business consulting and engagement skills, expertise, and experience.
- Under broad direction, contribute to the development of processes, policies and procedures in accordance with established government policies and procedures, and legislative requirements.

Working relationships

- Accountable to the Director, Financial Services
- Financial Services Teams
- Internal and external stakeholders
- Other government agencies, including:
  - Australian Taxation Office

Team, budget and reporting responsibilities

Reports to: Manager, Financial Services

Direct reports: Nil

Broader team: Part of a broader branch of approximately 170 staff across multiple teams

Budget: No direct budget

What you bring (essential criteria)

What the role requires:

- Proven written and verbal communication skills, including ability to effectively communicate with a wide variety of stakeholders and advise management on complex matters.
- Ability to develop and maintain positive working relationships with team members and client agencies.
- Knowledge of contemporary ICT and procurement practices, policies, procedures, systems, and government legislation.
- Experience in business requirements definition and an understanding of transactional workflows in a financial services environment.
- Subject matter expertise in accounts payable and/or electronic invoicing (e-invoicing).
- Ability to identify strategic and operational issues related to business process automation, think laterally, and apply analytical, qualitative and research skills to develop appropriate strategies for resolution.
- Demonstrated leadership skills with the proven ability to plan, organise and prioritise tasks for self and others to ensure work is completed efficiently and effectively.
- Possess and promote a commitment to service excellence, quality assurance, risk management and the continuous improvement of service standards.
- Ability to adapt, lead, and maintain effectiveness through major change in work tasks or the work environment.

Additional capabilities (desirable)

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

- Experience in leading electronic invoicing (e-invoicing) via the Peppol network in compliance with ATO standards, including direct engagement with the ATO and cross-jurisdictional working groups.

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: