

ROLE DESCRIPTION

ROLE TITLE: MANAGER FINANCIAL PROJECTS

CLASSIFICATION: ASO8

ROLE NUMBER: P14416

AGENCY: [Department of the Premier and Cabinet](#)

DIVISION: CHIEF OPERATING OFFICER

BUSINESS UNIT: FINANCE AND PROCUREMENT

REPORTS TO: Director Finance and Procurement

ROLES REPORTING TO THIS ROLE: NIL

BUDGET: NIL

ROLE PURPOSE: The Manager Financial Projects is responsible for the leadership and delivery of key financial projects across the department including, but not limited to, the implementation of the across-government Financial Reform Project (FRP), Machinery of Government changes other financial based projects and processes such as asset revaluations and compliance and process reviews for the identification and implementation of business improvements opportunities. The position will lead the ongoing management of, and reporting from, the Oracle system including but not limited to the preparation of annual financial statements.

KEY OUTCOMES OF ROLE:

1. Lead the implementation of Oracle across the department under the whole-of-government Finance Reform Program (FRP).
2. Represent the department at FRP Working Groups and Design Authority sessions.
3. Provide departmental subject matter expertise through the design and implementation phase of the Finance Reform Program.
4. Lead the internal training and change management processes supporting the implementation of the Financial Reform Program across the department.
5. Lead and coordinate all financial accounting related activities under Machinery of Government and change requests affecting the department.
6. Manage the delivery of the department's financial statements, including attached offices, using the Oracle financial management system.
7. Manage a range of departmental financial accounting processes and systems including banking, reconciliations, AP and AR (incl salary overpayments and debtor management), taxation and Superannuation Guarantee.
8. Coordination and management of Finance Business Continuity and Risk Management Plans.
9. Coordination of other across-government and departmental projects as required, including annual asset revaluations.
10. Identify opportunities for, and undertake, compliance and process reviews across the department for the identification and implementation of business improvements opportunities.

KEY RELATIONSHIPS / INTERACTIONS:

- Director Finance and Procurement, DPC Finance Leadership Team
- Chief Operating Officer
- Shared Services SA, Department of Treasury and Finance and the Audit Office of South Australia.

SPECIAL CONDITIONS:

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires (please select those relevant for the role):
 - ☒ National Police Check (required for all roles)
 - ☐ Working with Children Check
 - ☐ Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.

KEY SELECTION CRITERIA:

- Extensive experience in public sector financial management arrangements and processes, accounting practices and procedures including accounting standards and Treasurer's Instructions.
- Extensive experience in undertaking complex financial projects that have a wide-ranging impact of organisational objectives
- Demonstrated experience working in leading a small team with a commitment to quality management and in providing quality services which achieve stakeholder satisfaction.
- Extensive experience in the use of South Australian government financial systems including Masterpiece, Basware, ANZ Expense Manager, BMS and CHRIS21.
- Extensive experience in the preparation and analysis of annual financial statements
- Extensive experience managing complex financial system projects within the SA Government.
- Extensive experience in establishing and maintaining effective working relationships with a wide range of stakeholders
- Demonstrated ability to identify strategic and operational finance issues, think laterally and apply analytical, qualitative and research skills to achieve positive outcomes.
- A degree qualification in commerce, accounting, finance, or economics, majoring in accounting.

PURPOSE

- Making a difference so South Australia thrives

VISION

- The Heart of government

DPC VALUES

- Curious
- Courageous
- Connected

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Trust ▪ Service ▪ Professionalism ▪ Respect | <ul style="list-style-type: none"> ▪ Collaboration and Engagement ▪ Honesty and Integrity ▪ Courage and Tenacity ▪ Sustainability |
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CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Develops Strategic Thinking

- ☒ Demonstrates big-picture thinking to develop and maintain strategic direction
- ☒ Inspires and influences others towards achieving organisational goals and business objectives
- ☒ Develops and oversees the implementation of change initiatives in a sometimes uncertain environment
- ☒ Anticipates and identifies problem areas. Rapidly defines, objectively analyses and solves highly complex ambiguous problems
- ☒ Understands the organisations objectives and links between the business unit, the organisation, the whole of government policy agenda and public service values

Achieves Results

- ☒ Builds a high performing team that makes effective use of individual/team capabilities & drives effective outcomes
- ☒ Looks outside of organisational silos to identify resources and uses evidence, knowledge and experience to deliver the best results
- ☒ Adheres to, interprets and explains Public Sector legislation, regulations and policies and manages compliance across all areas of the Business Unit
- ☒ Manages own & others project performance & takes action to improve the delivery of quality outcomes
- ☒ Values specialist expertise and creates an environment conducive to the sharing and effective utilisation of professional knowledge and skills

Drives Business Excellence

- ☒ Continually searches for and champions new and innovative ways to add value linked to organisational outcomes. Embraces change
- ☒ References and utilises market trends, developments and economic/legislative changes to meet current and future organisational needs

Generates Genuine Partnerships

- ☒ Establishes credibility and negotiates persuasively. Offers a convincing rationale which has been carefully positioned against organisational outcomes
- ☒ Uses appropriate strategies to prevent, manage and resolve conflicts and disagreements promptly
- ☒ Facilitates a collaborative approach and promotes a positive environment to share information, encourage ideas and stimulate open discussion
- ☒ Demonstrates and models the values in creating partnerships across the business, and developing effective networking opportunities
- ☒ Confidently presents complex information in a clear & articulate manner tailored to meet the needs of the audience

Role Models Personal Drive and Professionalism

- ☒ Maintains the highest level of integrity to embed ethical practice and organisation's values into the culture
- ☒ Raises and challenges important issues constructively and stands by own position when challenged. Accepts accountability for mistakes and ensures corrective action is taken
- ☒ Persists and focuses on achieving objectives through pressure, responding positively & in a controlled manner
- ☒ Demonstrates a high level of self awareness and can identify areas in which own capabilities complement others. Strives for continual learning
- ☒ Promotes & develops an inclusive workplace culture that values & respects diversity and individual differences
- ☒ Advocates and drives standards for the safety and wellbeing of self and others

- ☒ Inspires ongoing learning. Sets clear performance standards and gives timely recognition for good performance. Manages under performance promptly
- ☒ Proactively drives outstanding customer service through understanding needs
- ☒ Manages expenditure & oversees procurement, ensures security of systems, deploys resources appropriately