

Role Statement



Government of South Australia

Office for Recreation, Sport and Racing

FINANCE OFFICER

Classification Level:	ASO3	Agency:	Office for Recreation, Sport & Racing
Position Number:	P48532	Division:	Strategy and Investment
Direct Reports:	0	Business Unit:	Finance
ANZSCO Code:	2211	Reports to:	Team Leader, Finance
Date Updated:	Dec 2022	Location:	Kidman Park

Organisation Overview

The Office for Recreation, Sport and Racing (ORSR) is the lead agency for the Government's policy on sport and active recreation. ORSR is responsible for State Government policy and legislation as it relates to the sector, its key programs, sport and recreation infrastructure and funding programs. The ORSR supports sport and recreation organisations, Councils and the community through the development of policy, programs and resources, the provision of funding, recreation and sport planning, infrastructure development, elite sport pathways and programs, and the promotion of physical activity.

Division

The **Strategy and Investment** division uses market intelligence, research and evaluation to understand and share industry insights and to devise strategy to enhance the ORSR performance and industry outcomes. The division administers the Sports Voucher program and the assessment and allocation of grants for a range of industry priorities and outcomes through one-off, term and ongoing programs. This division is also responsible for corporate services and governance and is the conduit into the host department and broader government.

Role Overview

The Finance Officer contributes to the financial management, reporting and operations of the Agency by providing accounting advice, assisting in maintaining financial systems and budgets, processing accounts payable and accounts receivable, and assisting with year end financial statements preparation in accordance with Australian Accounting Standards.

This position reports to the Team Leader, Finance and works collaboratively with ORSR staff, and liaises with vendors, clients, stakeholders and other government agencies.

Key Outcomes of the Role

Contribute to the financial management, reporting, and operations of the ORSR by:

- Ensuring compliance with Government and Agency financial policies and procedures, systems and processes.
- Ensuring accuracy and integrity of the General Ledger and other financial systems, including by undertaking reconciliations and processing adjustments.
- Assisting business units with processing of Accounts Payable and Accounts Receivable invoices.
- Liaising with Shared Services SA (SSSA), including in relation to Accounts Payable, Accounts Receivable, Taxation and Payroll matters, and resolving issues as required.
- Providing debtor management support for the Office, including liaising with business units to ensure debts are followed up and recovered.
- Assisting with user management support for financial systems.
- Assisting in the preparation of the audited annual financial statements supporting documentation.
- Ensuring compliance with applicable Australian Accounting Standards, and the South Australian Treasurer's Instructions and other government policies.
- Assisting with processing budget and forecast adjustments.
- Assisting with the preparation of annual business planning and budget supporting documentation.
- Liaising with staff and stakeholders and providing expert financial advice.
- Providing professional accounting services to the Office.

And any other duties at the classification level as required.

Special Conditions and Essential Requirements

- The Incumbent will be required to participate in the agency's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.
- This role has been classified as a position of trust. The incumbent is subject to a satisfactory general probity check in line with departmental policies and procedures.
- Some out of hours work may be required.

Qualifications / Licences

- An appropriate tertiary qualification in finance, commerce, accounting or other similar field (Essential).

Person Capabilities

- Ability to understand ORSR operations and organisational goals and apply information to support and promote desired outcomes.
- Ability to use initiative and judgement to determine priorities and coordinate high volume workloads to meet deadlines.
- Ability to communicate confidently and effectively, both verbally and in writing, with a wide range of internal and external clients.
- Knowledge of accounting processes, and policies, procedures and practices associated with accounting and financial management reporting in the SA Government environment.
- Experience in the preparation of financial statements and interpreting accounting standards and other guidance as required.
- Experience in the use of accounting systems and packages, data input, retrieval, analysis and financial modelling.
- Willingness and ability to learn new skills and concepts efficiently.
- Commitment to promoting and creating a safe and inclusive work environment; and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Corporate Responsibilities

Exhibits behaviours and demonstrates commitment and accountability to:

- 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*, Ethical Conduct and the legislative requirements of the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under represented groups.

Delegate Approval

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Name

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Signature

Date: / / /