

ROLE DESCRIPTION

ROLE TITLE: Senior Management Accountant

CLASSIFICATION: ASO6

ROLE NUMBER: M02353

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

DIVISION: Chief Operating Officer

BUSINESS UNIT: Finance

REPORTS TO: Manager Finance

ROLES REPORTING TO THIS ROLE: TBA

BUDGET: Nil

ROLE PURPOSE: The Senior Management Accountant provides high quality financial and management accounting services to the business units of the Department.

KEY OUTCOMES OF ROLE:

1. Provide specialist advice to the Manager Finance that will result in the efficient and effective financial performance of business units within the Department.
2. Provide expert advice on management accounting matters such as business unit performance, pricing and costing, and budget issues to assist in the enabling of informed decision making and policy direction.
3. Exercise expert skills and abilities for the provision of an accurate, professional and timely strategic management accountant consultancy and advisory service to business units within the Department.
4. Significantly contribute to the development and ongoing management of budgets for the business units of the Department.
5. Significantly support the development and ongoing management of financial reporting processes for the activities of the business units within the Department.
6. Significantly support the collation and analysis of financial information for the purposes of reporting revenue and expenditure for business operation budgets.
7. Liaise with business unit stakeholders to establish and maintain effective relationships and develop an understanding of business operating environments.

KEY RELATIONSHIPS / INTERACTIONS:

- Director Finance, Manager Finance, Manager Financial Performance and Reporting and Manager Financial Management – DPC Finance Leadership Team
- Stakeholders within DPC business units, Shared Services SA Financial Operations and the Department of Treasury and Finance

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:

- Demonstrated experience in public sector financial budgeting arrangements and processes, including the use of the Budget Monitoring System
- Demonstrated experience in financial analysis and the monitoring of business performance indicators.
- Proven ability to communicate effectively, both verbally and in writing.
- Proven ability to provide expert high-level advice on financial and budgetary issues and ability to use judgement to make recommendations and decisions reflecting needs of clients.
- Ability to identify strategic and operational finance issues, think laterally and apply analytical and research skills to achieve business unit outcomes
- Demonstrated ability to work independently with broad direction and set priorities to achieve objectives and meet deadlines.
- Proven ability to provide expert high-level advice on financial and budgetary issues and the ability to use judgement to make recommendations and decisions reflecting needs to clients.
- Proven strong communication skills, both written and verbal.
- Demonstrated experience in Government accounting, particularly related to the functions of external reporting and machinery of government activities.
- Good knowledge of current accounting standards, accounting principles and Treasurer's Instructions and their application to the public sector.
- A degree in commerce, accounting, finance or economics, majoring in accounting.

SOUTH AUSTRALIAN PUBLIC SECTOR PURPOSE

- Making a difference so South Australia thrives

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|-------------------|--------------------------------|
| ▪ Trust | ▪ Collaboration and Engagement |
| ▪ Service | ▪ Honesty and Integrity |
| ▪ Professionalism | ▪ Courage and Tenacity |
| ▪ Respect | ▪ Sustainability |

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
- ☒ 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

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