

ROLE DESCRIPTION

ROLE TITLE:	Senior Financial Accountant	AGENCY:	Department of the Premier and Cabinet
CLASSIFICATION:	ASO6	DIVISION:	Chief Operating Officer
ROLE NUMBER:	P19409	BUSINESS UNIT:	Finance and Procurement

REPORTS TO: Manager Financial Accounting

ROLES REPORTING TO THIS ROLE: Nil

BUDGET: Nil

ROLE PURPOSE:

The Senior Financial Accountant provides high quality financial accounting services and advice to the Department and reports to the Manager Financial Accounting. The Senior Financial Accountant provides guidance and assistance to other members of the Financial Accounting team and broader Finance and Procurement team.

KEY OUTCOMES OF ROLE:

1. Preparing complex financial reports and reconciliations and undertaking financial analysis.
2. Undertake financial activities relating to the production of annual financial statements.
3. Assist with implementation of machinery of government changes.
4. Undertake financial-related projects involving systems or financial activities of the Department including the involvement and assistance with the implementation of the Finance Reform Program.
5. Manage and undertake reviews of financial system users.
6. Contribute to developing and maintaining financial procedures and policies, consistent with Government Policy.
7. Assist the Manager Financial Accounting to undertake their duties as required.
8. Provision of expert guidance and assistance on financial related matters to customers and other members of the team.

KEY RELATIONSHIPS / INTERACTIONS:

- Director Finance and Procurement, Finance and Procurement team managers
- Entities supported by DPC Finance under Service Level Agreement
- Department of Treasury and Finance
- Shared Services SA
- 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):
 - Nationally Coordinated Criminal History Checks (NCCHC) (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 the preparation, review and analysis of annual financial statements and consolidated financial statements.
- Experience in the implementation of a financial project or policy functions which are complex or sensitive in nature.
- Proven ability to communicate effectively, both verbally and in writing.
- Demonstrated ability to work independently with broad direction and set priorities to achieve objectives and meet deadlines.
- 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.
- Demonstrated experience in the development and implementation of policies and procedures.
- A degree qualification in commerce, accounting or finance, 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

Supports and Implements the Strategic Direction

- Understands the big-picture and contributes to the development of strategic direction
- Understands and supports organisational goals and business objectives
- Understands, supports and promotes organisational goals and business objectives
- Steers and implements change
- Identifies, defines and solves complex problems relating to the teams work objectives
- Identifies broader factors, trends & influences across the Public Service that may impact on the teams work objectives

Achieves Results

- Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes
- Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result
- Ensures compliance with Public Sector legislation, regulations and policies
- Monitors project performance and takes action to improve the delivery of quality outcomes as required
- Values specialist expertise and capitalises on the knowledge and skills of self and others

Enhances Business Excellence

- Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these
- Keeps abreast of market trends, developments and economic/legislative changes to meet current and future organisational needs
- Identifies learning opportunities. Gives timely praise and recognition. Deals with under performance promptly, and works towards agreed performance standards
- Embeds a strong customer service ethos by understanding needs
- Monitors expenditure, manages procurement and contract procedures and identifies the appropriate use of resources

Cultivates Productive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

Exhibits Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained