



ASO7 Manager, Financial Accounting Financial Management Services Branch

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

Summary

The Financial Management Services Branch (FMSB) is one of six branches within the Business Services Command that provides support services to assist the Department to achieve its objectives.

The Manager, Financial Accounting, FMSB is responsible to the Director, Finance and Procurement for various financial accounting and financial compliance services including those provided by Shared Services SA for accounting services, taxation and transaction processing.

The Manager, Financial Accounting leads the Financial Control Team and is responsible for delivery of customer focused services and the processes surrounding those services or functions.

Service

Integrity

Leadership

Collaboration

Courage

Respect



Special Conditions

Work Status	The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check. The incumbent may be assigned to other duties at this remuneration level or equivalent.
Location	Adelaide CBD
Qualifications	An appropriate degree in Accounting, Finance, Business Administration or Economics majoring in Accounting
Out of Hours Work	Some out of hours work may be required.
Travel	Some intrastate and interstate travel may be required.
Performance Management	The incumbent is required to participate in SAPOL's iEngage program.

Reporting / Working Relationships

The Manager, Financial Accounting:

- Reports to the Director, Finance and Procurement within the Financial Management Services Branch.
- Is a leader of a team providing specialised financial advice and services.
- Is required to maintain a strong working relationship with senior management within the Agency, as well as externally with other government agencies and authorities that include Department of Treasury and Finance, Shared Services SA and Auditor-General's Department.

KEY OUTCOMES

- Service management (Service Level Agreements) of Shared Services SA including the end of year Financial Statement planning and preparation consistent with Treasury Accounting Policy Statements and relevant Australian Accounting Standards.
- An account management function for SAPOL's administered items financials and budgets including the revision of fees and charges and preparation of associated Cabinet Submissions.
- Various financial accounting services including taxation compliance – PAYG, FBT, GST and Payroll Tax, Accounts Payable and Receivable Services in collaboration with SSSA (Shared Services South Australia) and PCMS, Fleet Management Claims, Banking, Purchase cards, petty cash, advance floats, employee reimbursement, third party compensation claims, debt collection (including salary overpayments) and revenue collection.

- Preparing or overseeing the preparation of financial and non-financial briefing papers relating to the Auditor-General's Report to Parliament, Treasury and Finance and other central agencies.
- Developing a plan for improved customer service through continuous improvement which leads to the implementation of a best practice transaction processing service.
- Managing and monitoring the relevant performance indicators set between SAPOL and SSSA (excluding Payroll).
- Coordinating the preparation and analysis of monthly information and timely reports for the Executive Leadership Team (ELT), which assist with the overall SAPOL financial compliance.
- Developing, maintaining and reviewing performance indicators for AP, AR, Salary overpayments and other functions as required.
- Identifying and developing best practice benchmarks, implementing process improvements, establishing targets and monitoring and reviewing performance to facilitate the maintenance of work standards and quality.
- Providing sound leadership and knowledge in the development of services and the management of the resources assigned to the Section.
- Developing team members skills, knowledge and capabilities to deliver their accountabilities.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- An appropriate degree in Accounting, Finance, Business Administration or Economics majoring in Accounting.
- Proven ability to produce concise, relevant, accurate and timely financial reports and analyses for financial monitoring, performance management and decision making purposes.
- Proven ability to establish and maintain effective collaborative working relationships and a high level of credibility with executives, senior managers and staff across a range of agencies.
- Highly developed conceptual and analytical skills, combined with the ability to identify business improvement opportunities, and to formulate and coordinate strategies to improve agency financial performance.
- Proven ability to deal with competing demands and change, to work under pressure with limited direction, to be self-motivated, flexible and to use initiative.
- Possess a high level of personal integrity and credibility and maintain confidentiality.
- Demonstrated experience and expertise in management accounting including experience in monitoring and developing budgets, formulating budget strategies and financial reporting.
- Demonstrated experience in developing and maintaining effective networks, alliances and operational relationships with internal and external clients and stakeholders.

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- Extensive knowledge and expertise in financial analysis accounting practices, procedures and standards.

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Guidelines.