

# Role Statement



TITLE OF POSITION: Graduate Systems Accountant  
CLASSIFICATION LEVEL: ASO2

## Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and South Australian citizens.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

## Division

The Graduate Systems Accountant role is based within Investment Services Directorate which forms part of the People and Business Division. The People and Business Division also encompasses Customer Experience, People and Performance and Information Services.

Investment Services Directorate:

- Provides a financial management framework and leadership of finance related functions
- Provides Economic and Financial analysis
- Develops and manages a risk management framework
- Provides contractor management and procurement resourcing to business and projects

## Role Overview

The Graduate Systems Accountant reports to the Section Manager and may be required to liaise with, and carry out work for other staff within the Section. The Graduate Systems Accountant will be assigned to different teams on a rotational basis during their employment.

The Graduate Systems Accountant is accountable for assisting in projects which contribute to the achievement of objectives. The Graduate Systems Accountant is responsible to the Section Manager for participating in specified DPTI professional development activities.

Directorate: Investment Services  
Position Number:  
ANZCO Code: 5511  
Location:



Government of South Australia  
Department of Planning,  
Transport and Infrastructure

## Key Outcomes of the Role

The Graduate Systems Accountant is required to undertake a wide range of activities which may include all or any of the following:

- a) Contribute to the provision of a quality customer service by:
  - Attending to enquires (written and verbal)
  - Identifying and satisfying client needs for information
  - Seeking assistance from other team members, when required.
- b) Contribute to Section decision-making by attending, participating and contributing to Section/Team meetings and problem solving sessions.
- c) Assist with various Section financial and accounting related projects by:
  - Researching information
  - Preparing reports and various correspondence
  - Liaising with staff at all levels
- d) Meet Section deadlines by:
  - Planning and organising workloads
  - Seeking assistance when required.
- e) Actively participate in specified professional development activities
- f) Demonstrate awareness and respect for Aboriginal and Torres Strait Islander people's cultural values and social issues that may impact on their ability to access services and programs.
- g) Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements
- h) Contributing to a high standard of customer service for internal and external clients and quality management and risk

## Special Conditions and Essential Requirements

Some work outside of normal hours and intra/interstate travel may be required.

### **Qualifications / Licences**

- An appropriate qualification in Computer Science, Information Technology or Database Administration (or equivalent demonstrated experience) coupled with
- An appropriate qualification in Accounting, Finance or Economics (Major: Accounting) (or equivalent demonstrated experience)

### **Person Capabilities**

- a) Ability to communicate effectively, both verbally and in writing, with staff at all levels.
- b) Ability to plan, prioritise and organise work to meet pre-determined deadlines.

- c) A flexible approach to meet changing requirements and situations.
- d) Ability to work effectively both independently and as part of a team.
- e) Ability to maintain confidential and sensitive information with integrity and in a professional manner.
- f) Interpersonal skills that foster the trust and cooperation of others.
- g) Demonstrated problem solving ability and analytical skills.
- h) Proven commitment to the principles and practices of:
  - i. Customer service
  - ii. Quality management and client oriented service; and
  - iii. Risk management
- i) Proven commitment to the principles and practices of equal employment opportunity; ethical conduct, diversity, Work Health Safety and Wellbeing, and the DPTI Values which include.
  - i. Proven commitment to the principles and practices of Equal employment opportunity; ethical conduct, diversity, Work Health Safety and Wellbeing, and the DPTI Values which include:
  - ii. Collaboration – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
  - iii. Honesty – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
  - iv. Excellence – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we’re doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
  - v. Enjoyment – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
  - vi. Respect – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”

Delegate Approval

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Signature

Date:     /     /