

Role Statement



TITLE OF POSITION: Finance Officer

CLASSIFICATION LEVEL: ASO-7 (Temporary up to 2 years)

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 all South Australians.

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 Development Division comprises four directorates: Planning and Development, Architecture & Built Environment, Recreation and Sport and Property.

This role belongs to the Office of the Registrar-General, within the Property Directorate which focuses on the key objectives of driving Strategic Outcomes, Excellence in Service Delivery and Continuous Improvement.

Role Overview

This role is within the Registrar-General's office, which is responsible for administering land services and guaranteeing the system of land titling in South Australia.

The Registrar-General is responsible for, and the oversight of, the Service Provider and the relationship between the State and the Service Provider.

This is a critical and key role for the Land Services Commercialisation and will operate in an environment of financial complexity between the Service Provider and the State.

This role is key to the bespoke and intricate payment model established between the State and Service Provider and will undertake a quasi-regulator role for new Service Provider products and monitoring that adequate financial processes are utilised as they relate to the collection of monies on behalf of the State.

The role reports directly to the Manager, Contracts and Compliance and is responsible for managing a large volume of complex financial transactions and arrangements which are outside of standard processing. This includes the calculation and verification of service payments to the Service provider on behalf of the State and significant financial auditing.

This role provides high level financial advice to the Registrar-General, identifying and implementing best practice solutions, ensuring the efficient use of modern budgetary control and management processes and procedures.

Directorate: Property
Position Number:
ANZCO Code:
Location:



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

The Finance Officer is required to undertake a wide range of activities which may include, but is not limited to, all or any of the following:

- a. Calculation and verification of service payments to the Service Provider. This includes detailed analysis and recouping of refunds, bad debtors and document or plan withdrawals.
- b. Liaison between Service Provider and Shared Service SA in regards to all financial touch points including system reporting and banking
- c. Coordinate collection, reporting, invoicing and disbursement of monies to necessary regulatory bodies, Government Agencies and Copyright agencies.
- d. Manage deposit, payment and reporting of funds from Trust Fund accounts under the Registrar-General's purview.
- e. Managing the financial transactions and arrangements which are outside the standard processing
- f. Establishing and maintaining comprehensive audit procedures as they relate to those financial functions performed by the Service Provider on behalf of the State.
- g. Undertake detailed reconciliation and reporting in regards to:-
 - Service fee invoiced by Service Provider, giving consideration to transactions that should not attract a fee
 - Refunds, dishonoured payments, bad debtors, withdrawal of dealings and plans
 - Manage pass through of monies to necessary regulatory bodies and Government Agencies
- h. Undertake six monthly audit, analysis and reporting on the financial accounts and processes of the Service Provider, liaising with independent third party auditors as required
- i. Undertaking six monthly true-up of service payments resolving any matters which arise through these audits.
- f. Providing strategic advice and guidance on all issues of financial management giving due consideration to the commercial aspect of the arrangements in place.
- g. Assisting in the financial consideration of new Service Provider products
- h. Ensuring that all reporting requirements are accurate and meet State Government reporting requirements and standards.

Special Conditions and Essential Requirements

- a. This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history check in line with departmental policies and procedures
- b. Some intrastate/interstate travel with overnight absences may be required
- c. Some out of hours work will be required.

Qualifications/Licences

- a. Qualification in Accounting (CPA)
- b. Extensive experience in a similar position overseeing financial and accounting systems, compliance reviews, audits, financial control reporting, and risk management.

c. Desirable - Knowledge of Land Services

Person Capabilities

- a. Demonstrated understanding of Aboriginal and Torres Strait Islander peoples' cultures and social issues, with the ability to recognise and address barriers to Aboriginal and Torres Strait Islander people's participation in departmental policies, programs and services.
- b. Well-developed planning and organising skills including the ability to plan, program and coordinate work to meet priorities and deadlines.
- c. High level interpersonal skills that demonstrate the ability to work effectively, and negotiate with, internal and external customers, stakeholders and the Service Provider.
- d. Ability to exercise initiative and judgement to make sound and timely decisions.
- e. Takes a can do approach to all key tasks.
- f. Contributing 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.
- g. Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
 - i. **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.”
 - ii. **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.”
 - iii. **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.”
 - iv. **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”.
 - v. **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.”
- h. Drives a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the Equal Employment Opportunity Act 1987.
- i. Drives a culture of commitment and accountability in the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the Work Health and Safety Act 2012, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- j. Delivers customer focused and strategically aligned services and practices and engages with stakeholders to successfully negotiate sensitive, critical or complex matters.

- k. Demonstrates ability to act with urgency, apply and advise on broad discipline knowledge, formulate and suggest practical and innovative solutions, implement change and mitigate risk.
- l. Proven ability to work under broad directions in initiating, planning and delivering significant programs of work and providing timely, concise written and verbal communications to people at all levels.
- m. Ability to quickly analyse, react and suggest practical and innovative solutions for a range of sensitive, critical or complex issues including providing expert advice on discipline related policies and processes.
- n. The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include regular review of the incumbent's performance against the responsibilities and key result areas associated with their position.

Delegate Approval

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Name

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Signature

Date: / /