

ROLE DESCRIPTION

ROLE TITLE: FINANCE OFFICER

CLASSIFICATION: ASO-3

EMPLOYMENT TYPE: TERM

TEAM: SUSTAINABILITY

LOCATION: Negotiable

DATE: AUGUST 2024

REPORTS TO: Finance Manager

ROLES REPORTING TO THIS ROLE: *Nil*

ROLE PURPOSE: Responsible for the provision of an accurate and effective accounting and financial reporting system specialising in assets and statistics and assist in other Policy areas of Sustainability.

KEY RESPONSIBILITIES OF ROLE:

- Assist the Finance Manager and other finance team members to deliver a range of effective finance related functions.
- Contribute to the effective provision of a range of finance support services by working with other finance team members to complete accounts payable (including credit card), asset, general ledger maintenance. Provide, cross train and to backup finance functions including accounts receivable, payroll.
- Assist with the preparation of financial and human resource reporting obligations including monthly management financial reports, statistical reports, Financial Statements and notes and the Annual Report.
- Ensure accurate keeping assets accounting information records, registers up to date and reconciled, and organising the yearly asset stock taking process.
- Contribute to the timely and effective payroll service by assisting with the timely payment of salaries, updating employee and payroll records and assisting with pay-related enquires (including backup payroll).
- Contribute to the delivery of corporate services by assisting in specific project work or participating as a member of a working party.
- Maintain accurate computerised filing systems, accounting reconciliations and support documentation, corporate registers and spreadsheets as required.
- Maintain secure, accurate and complete records of business activities created and received in accordance with the State Records Act 1997 and policies and procedures.
- Respond quickly and sensitively to internal and external finance-related enquires, assist with general clerical duties as required.
- Identify and coordinate opportunities for the increased use of IT, automation or role streamlining to deliver improved outcomes.
- Work as part of a Regional Team to build and share knowledge that contributes to positive team culture and collaboration.
- Contribute to achieving the Reconciliation Action Plan.

KEY RELATIONSHIPS:

- Internally: Work closely with the Finance Manager and in collaboration with other finance team members in the effective delivery of all finance related functions, assist the Head of People and CFO as required. Collaborate with all staff across the organisation.
- Externally: work with external auditors and other external organisations as required.

SPECIAL CONDITIONS:

- Occasional intrastate/ travel and Out of Hours work may be required.
- A Working with Children Check (WWCC) is required. By applying for this role, you consent to being screened for appropriate behaviour and to the Department obtaining or requiring you to obtain a WWCC.
- Required to participate in the Country Art's Staff Development Review Process and achieve performance targets as negotiated and mutually agreed with the line manager.

KEY SELECTION CRITERIA

PERSONAL ABILITIES / SKILLS

- Proven ability to organise work to meet deadlines and achieve positive outcomes.
- Well-developed interpersonal and communication skills (written and verbal) including the ability to foster good working relationships)
- Proven ability to learn new information, processes and procedures and adapt to change.

EXPERIENCE / KNOWLEDGE

- Experience in a finance support role with accounts payable and/or receivable processing, general ledger maintenance, budget and reporting, and willingness to support payroll processing.
- Well-developed excel design spreadsheet skills and ability to keep relevant financial and statistical information up to date and accurate Demonstrated written and numeracy skills, attention to detail and accuracy.
- Competence in the use of computerised account packages and Microsoft Office suite of products.

DESIRABLE:

- Awareness of Public Sector Treasury requirements, accounting, and taxation principles.
- Knowledge of best practices on keeping assets accounting information records, registers up to date and experience to organise the yearly asset stock taking process.

YOU DEMONSTRATE OUR VALUES:

Our Values are central to the way we work and are the cornerstones for how we interact with industry, community, business partners, governments, and each other:

- We keep regional South Australia at our core of being informed, led by, and responsive to regional communities (**Place**)
- We generate local and national legacies by embedding artists in regional communities (**Impact**)
- We embrace experiences and perspectives of regional South Australia's diverse communities and address the barriers that stop people getting involved (**Equity**)
- We nurture, celebrate, and showcase creativity from across regional South Australian (**Creativity**)
- We embrace diversity and act with integrity, transparency, and generosity (**Respect**)

WORK HEALTH AND SAFETY OBLIGATIONS:

- Maintain a commitment to the Work Health and Safety Act 2014 legislative requirements.
- Proactively promote and follow workplace safety procedures and contribute to creating a safe working environment.
- Accept responsibility for your own and other's safety.
- Actively participates in consultation about work, health, and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

CORPORATE RESPONSIBILITIES:

- 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*, Ethical Conduct and the Code of Ethics for *South Australian Public Sector* and their legislative requirements.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. Maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other underrepresented groups.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION:

Holds Big Picture View at Local and Individual Level

- Sees the big picture and understands how their work contributes to the strategic direction.
- Understands and supports organisational goals and business objectives.
- Responds in a positive and flexible manner to change and uncertainty.
- Identifies, defines and solves problems that may impact on own work objectives.
- Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes.

Achieves Results

- Understands individual and team capabilities and makes effective use of own capabilities.
- Takes into account the associated advantages and disadvantages of a range of options to deliver the best results.
- Understands how work practices are governed by Public Sector legislation, regulations and policies.
- Sees work tasks through to completion with agreed timeframes to achieve quality outcomes.
- Applies specialist expertise of self and others to achieve business outcomes.

Promotes Business Excellence

- Provides support to implement new innovative initiatives and promotes change.
- Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment.
- Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards.
- Promotes a strong customer service culture by understanding needs.
- Assists and supports financial monitoring, procurement and contract procedures.

Builds Positive 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.

Displays Personal Drive and Professionalism

- Acts with integrity and 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

