

ROLE DESCRIPTION

ASO-6

ROLE TITLE: FINANCE MANAGER CLASSIFICATION: ASO-6 EMPLOYMENT TYPE: TERM	TEAM: SUSTAINABILITY LOCATION: ABC COLLINSWOOD DATE: JUNE 2025
REPORTS TO: Chief Financial Officer	ROLES REPORTING TO THIS ROLE: Finance Officer, Payroll and Accounting Officer, Administrative Officer-Finance
ROLE PURPOSE: Responsible for leading the statewide finance team in the delivery of effective accounting and financial processes and reporting, preparation of audited financial statements and annual budgets, and the continuous improvement of business systems.	
KEY OUTCOMES OF ROLE: <ol style="list-style-type: none"> 1. Provide timely and accurate preparation of Country Arts SA Financial Statements in compliance with Accounting Standards, Treasurers Instructions and Country Arts SA policy. 2. Leading the statewide finance team to provide a range of finance support services and mentor the team to achieve outcomes, provide good customer service and meet deadlines. 3. Ensure the preparation of all required payroll, financial and management reporting, and submission of relevant financial, procurement, taxation, BAS, and fringe benefit returns. 4. Problem solves financial issues across program units and ensure processes run in accordance with applicable timelines and statutory obligations. 5. Increase administrative efficiency by streamlining processes and procedures whilst maintaining compliance with relevant accounting standards and government directives. 6. Liaise on behalf of the organisation with external agencies and bodies such as Treasury, Procurement Services SA, ATO and Auditor General's office. 7. Collaborate with the IT Specialist and/or applicable systems contractors to identify new business systems and maximise business effectiveness for the decentralised finance, arts centre, and arts programs teams. 8. Advocate for the necessary resources and plan for the smooth implementation of new business or financial systems. 9. Test the effectiveness of the organisation's management information systems including accounting, treasury, payroll, procurement, asset, ticketing, venue management and reporting systems and strive for continuous improvements to those systems. 10. Contribute to achieving the Reconciliation Action Plan. 	
KEY RELATIONSHIPS: <ul style="list-style-type: none"> ▪ Internally: work closely with Sustainability Leader, ICT and Facilities Manager, Arts Centre, and Program Managers. ▪ Externally: work closely with external funding and reporting agencies, government departments and arts industry peers. 	
SPECIAL CONDITIONS: <ul style="list-style-type: none"> ▪ Occasional out of hours work may be required. ▪ Occasional intrastate and interstate travel may be required. ▪ Hold a current Australian Driver's License. ▪ Required to participate in the Country Arts SA Staff Development Review Process and achieve performance targets as negotiated and mutually agreed with the Sustainability Leader. 	

KEY SELECTION CRITERIA:

- Significant experience in the preparation of annual Financial Statements, Budgets, management or statutory reports and audit documentation, including the establishment and maintenance of internal control procedures and techniques.
- Ability to interpret legislation, and comply with public sector accounting, procurement, administration and management policies, procedures and reporting, including SA Treasury and other departmental finance/accounting/procurement policy frameworks, financial management frameworks, audit requirements and Treasurer/Auditor General's departmental instructions and requests.
- Ability to work independently under limited supervision, within broadly defined guidelines and to exercise a degree of autonomy; whilst leading, motivating, and assisting in the professional development of a small team of staff.
- Ability to think strategically and creatively to analyse and resolve business problems, processes, and systems, at both a strategic and operational level, which may involve new technology, work practices or other measures designed to improve overall performance and efficiency.
- High level knowledge of relevant financial software packages and applications.
- Proven ability to analyse and research financial results and deliver clear and concise reports with appropriate recommendations.

TECHNICAL EXPERTISE (ESSENTIAL):

- Hold a completed membership of CPA Australia or Chartered Accountants Australia and New Zealand.
- Hold a relevant qualification in Commerce, Accounting, Economics, or other applicable business discipline.

DESIRABLE:

- Previous experience in an Arts industry accounting or finance environment.

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 (**Place**)
- We generate local and national legacies by embedding artists in regional communities (**Impact**)
- We embrace diverse experiences and perspectives, and address the barriers that keep people from getting involved (**Inclusion**)
- 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:

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 underperformance 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