

Department for Child Protection – Role Statement

ROLE TITLE:	Financial Systems and Compliance Coordinator	DIRECTORATE	Finance and Corporate Services
CLASSIFICATION:	ASO5	BUSINESS UNIT	Financial Systems and Compliance
POSITION NO:	P05198 and P04171	FTE	2.0
DATE:	September 2020	ROLES REPORTING TO THIS ROLE: 1.0 FTE	
REPORTS TO:	Team Leader, Financial Systems and Compliance or Team Leader, Financial Operations		

ROLE PURPOSE:

The Financial Systems and Compliance Coordinator is accountable to the Team Leader, Financial Systems and Compliance or the Team Leader, Financial Operations and is responsible for assisting with the leadership of a team of staff to coordinate the delivery of a range of efficient financial business services for the Department, including liaising with relevant internal and external stakeholders to identify and address new or existing service delivery requirements and issues. This includes overseeing the delivery of timely and cost effective fleet management functions for the Department, and monitoring and ensuring that Fringe Benefits Tax reporting for the Department's vehicles and corporate car parking requirements are met, and supervising the delivery of a range of financial administration, reporting and compliance functions to meet Directorate and Departmental business requirements. The position also contributes to the development of briefings and policy, and provides advice, which supports the Department's financial business and administration functions, objectives and strategic plans.

KEY OUTCOMES:

1. Coordinate the delivery of a range of efficient financial business services for the Department, including liaising with relevant Departmental staff in order to identify and address new or existing service delivery requirements and issues, as required.
2. Control and coordinate the delivery of timely and cost effective fleet management functions for the agency, including monitoring and ensuring that related Fringe Benefits Tax reporting for the agency's vehicles and corporate car parking requirements is efficiently managed to meet business goals and objectives.
3. Coordinate and supervise the delivery of a range of Departmental financial transaction and reporting functions, including overseeing the administration of accounts payable and receivable, urgent payments, SA Ambulance cover and credit card and cash activities, debt management, insurance and providing a range of expert advice and guidance for associated systems, processes and issues.
4. Coordinate and deliver a range of accounting and financial management policy development and advisory services, including developing and providing advice and support relating to government, accounting and financial management policies.
5. Manage and undertake the preparation and review of clear business documents, briefings and business cases relating to the administration and business activities of the Directorate.
6. Supervision and assistance in the management of a team of staff through the appropriate planning and allocation of resources, fostering a positive work culture, and promoting high level customer service to achieve agreed business and strategic plans.
7. Develop and manage effective relationships with internal and external stakeholders in order to support the strategic identification of improvement opportunities, and contribute to reforms and the review of business service delivery and systems within the Directorate and across the Department.
8. Contribute to the implementation of a proactive service delivery and practice approach, and a culture of continuous improvement through participating in complex reviews, projects, planning processes and programs across the Directorate.
9. Understand and follow the principals and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing, the department Information Sharing Guidelines for promoting safety and wellbeing– and procedure to facilitate appropriate information sharing practice within the context of agency.
10. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards and injuries in accordance with DCP policy and procedure, and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.

KEY RELATIONSHIPS/INTERACTIONS:

- Financial Systems and Compliance Team Leaders (line manager)
- Manager, Financial Systems and Compliance
- Finance and Corporate Services staff
- Department Executive and Management
- Non-Government organisations
- Finance and business support staff based regionally
- Other government agencies, including the Department of Treasury and Finance and Shared Services SA

QUALIFICATIONS:

Essential: Nil

Desirable: A tertiary qualification in a relevant field (or studying towards completion)



KEY SELECTION CRITERIA:

- Proven experience in coordinating, supervising and undertaking the delivery of business and financial management services.
- Experience in mentoring and supervising staff, including providing positive leadership which supports service delivery excellence and the maintenance of a high level of financial accountability and contributing to planning, policy, reporting and quality management processes.
- Knowledge of relevant government financial policy and practices and well-developed experience in working with information technology, including the use of data management and reporting systems and spreadsheets and in particular, advanced skills in the use of Excel.
- Demonstrated ability to work effectively under limited direction, either autonomously or as part of a multi-disciplinary team, achieve positive business results by delivering effective outcomes, including displaying competence, initiative and sound judgement to identify service delivery improvement and opportunities, analyse and solve complex problems, and meet deadlines.
- Demonstrated ability to communicate effectively verbally and in writing at all levels, including providing expert advice and reports, conducting successful negotiations, resolving conflict and facilitating the achievement of positive business results.
- Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment.

CORE CAPABILITIES & EXPECTED BEHAVIOURS**Implements Change**

- Prepares for change
- Implements and monitors change
- Works with ambiguity in the workplace
- Has an appreciation of systems thinking

Addresses Client Needs

- Assists clients to articulate needs
- Satisfies client needs
- Exercises judgment to resolve client service issues
- Responds to enquiries
- Receives and gives directions
- Participates in meetings
- Makes presentations within the workgroup

Works Effectively in the Organisation

- Applies information relating to the machinery of government
- Applies knowledge of organisational functions
- Applies knowledge of protocols

Gives and Receives Workplace Feedback

- Seeks and acts on workplace feedback
- Provides informal feedback in the workplace
- Provides formal feedback in the workplace
- Participates in learning to update knowledge and practice, targeted to professional needs and/or system priorities

Maintains and Enhances Confidence in SA Public Education and Care

- Applies ethical standards
- Deals with ethical problems
- Understands the implications of and complies with relevant legislative, administrative, organisational and professional requirements, policies and processes

Contributes to Workgroup Activities

- Establishes workgroup parameters
- Participates in the workgroup

PUBLIC SECTOR VALUES✓ **Service:**

We proudly serve the community and Government of South Australia

✓ **Professionalism:**

We strive for excellence

✓ **Trust:**

We have confidence in the ability of others

✓ **Respect:**

We value every individual

✓ **Collaboration & Engagement:**

We create solutions together

✓ **Honesty & Integrity:**

We act truthfully, consistently and fairly

✓ **Courage & Tenacity:**

We never give up

✓ **Sustainability:**

We work to get the best results for the current and future generations of South Australians



Department for Child Protection – Role Statement

<p><u>Builds and Maintains Internal and External Networks</u></p> <ul style="list-style-type: none">• Identifies key internal stakeholders• Builds internal links with key internal stakeholders• Participates in professional and community networks and forums to broaden and improve practice	<ul style="list-style-type: none">• Assists workgroup members• Recognises and values individual differences• Works effectively with diverse clients and colleagues• Keeps up-to-date and seeks continuous improvement in the professional discipline	<table><tr><th>CORPORATE RESPONSIBILITIES</th></tr><tr><td><ul style="list-style-type: none">• 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 legislative requirements of the Public Sector Act 2009 and Work Health and Safety Act 2012.• Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under- represented groups.• Understand and follow the requirements of confidentiality within the Children and Young People (Safety) Act 2017 and relevant DCP policies and procedures to facilitate appropriate information sharing practice within the context of DCP.</td></tr><tr><th>SPECIAL CONDITIONS</th></tr><tr><td><ul style="list-style-type: none">• The successful applicant is required to gain a Department of Human Services (DHS) working with children check (WWCC) prior to being employed which is required to be renewed every five years before expiry.• The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Team Leader, Financial Systems and Compliance or Team Leader, Financial Operations.• Some out of hours work may be required.• Some intra/interstate travel (including in small aircraft) may be required.• A current Australian driver’s licence and a willingness to drive is essential.• May be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.• The incumbent will be required to undertake Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.• Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).</td></tr></table>	CORPORATE RESPONSIBILITIES	<ul style="list-style-type: none">• 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 legislative requirements of the Public Sector Act 2009 and Work Health and Safety Act 2012.• Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under- represented groups.• Understand and follow the requirements of confidentiality within the Children and Young People (Safety) Act 2017 and relevant DCP policies and procedures to facilitate appropriate information sharing practice within the context of DCP.	SPECIAL CONDITIONS	<ul style="list-style-type: none">• The successful applicant is required to gain a Department of Human Services (DHS) working with children check (WWCC) prior to being employed which is required to be renewed every five years before expiry.• The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Team Leader, Financial Systems and Compliance or Team Leader, Financial Operations.• Some out of hours work may be required.• Some intra/interstate travel (including in small aircraft) may be required.• A current Australian driver’s licence and a willingness to drive is essential.• May be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.• The incumbent will be required to undertake Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.• Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).
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<p>Approval Date: 21 September 2020</p>						