

Senior Financial Analyst

Department for Child Protection

*Nurturing happy, healthy kids so they
can grow up safe and reach their full potential.*

CLASSIFICATION:	ASO6	DIRECTORATE:	Finance and Corporate Services
REPORTS TO:	Manager, Performance and Finance	FTE:	1.0
ROLES REPORTING TO THIS ROLE:	Nil		

ABOUT THIS ROLE:

The Senior Financial Analyst is a role within the Department for Child Protection (DCP) and is accountable to the Manager, Performance and Finance for the effective and efficient coordination of a range of expert financial business advice and services, and for managing the effective delivery of information that guides and facilitates the management of specialist financial performance, monitoring, reporting and analysis. The position also provides specialist input and support for the delivery of effective budget development and forecasting services, advice and support, including providing high level maintenance and development services and support for assigned accounting systems. Additionally, the Financial Analyst contributes expert input into the achievement of effective workplace management and relations, including contributing to relevant training, development and planning/decision making activities.

YOU WILL BE ADDING VALUE BY:

1. Develop and provide authoritative advice and support to senior executives in relation to complex government policy, as required under the Public Finance and Audit Act and the Government's Financial Management Framework, including providing high level support to executives and managers in high level negotiations with senior officers of the Division, providing specialist advice in relation to complex accounting policies, and continually informing executives and managers of critical developments and emerging reforms in accounting and financial management through the delivery of presentations and seminars.
2. Work collaboratively with executives and managers to achieve critical monthly reporting objectives and budget strategies, including providing expert input into the development of financial and non-financial performance indicators, the reporting and analysis of the Directorate's finance and workforce component of the bilateral budget information, the Government's Budget Papers and Ministerial Estimate briefings and the development of service level agreements to enable the best value of services to meet Divisional needs.
3. Manage effective accounting systems maintenance and development functions, including contributing expert input into the development of complex financial and workforce data models to enhance budget management reporting practices, identifying and analysing opportunities for using multiple data sources to enable a more critical examination of the performance of Families SA business units/ programs, and overseeing and maintaining Families SA financial and budgetary data warehouses.
4. Deliver expert contribution to the achievement of effective workplace management and relations, including contributing specialist input into relevant training, development and planning/decision making activities, identifying and analysing essential financial training needs and issues and participating in the attainment and maintenance of a work ethos that focuses on the achievement of identified program/service outcomes.
5. Plan and deliver comprehensive budget and financial management services, systems and processes, including supporting budget strategies and end of year and future year forecasting, providing high level monitoring, analysis and reporting of critical financial and workforce performance outcomes, delivering specialist financial and workforce advice and costing services, developing and maintaining funding and costing models.
6. Contribute significant expertise and input into the effective management, delivery and maintenance of efficient work practices within the workgroup, including monitoring and maintaining adherence to the provision of relevant legislative requirements, guiding and supporting the ongoing performance and cost efficiency of projects and activities, and identifying, managing and evaluating allocated resources, risks, issues and opportunities.
7. 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 & procedure, and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.



WHO YOU WILL WORK WITH:

Internal	External	QUALIFICATIONS
<ul style="list-style-type: none">• Manager, Performance and Finance (line manager)• Staff within the Finance and Corporate Services and throughout the department• Senior management and other departmental officers	<ul style="list-style-type: none">• Government and Non-Government officers across the state• Key stakeholders such as the Department of Treasury and Finance	<p>Essential:</p> <ul style="list-style-type: none">• Nil <p>Desirable:</p> <ul style="list-style-type: none">• Relevant post-secondary qualifications.• An appropriate tertiary qualification finance, accounting, mathematics or related discipline.

YOUR CAPABILITIES:

- Experience developing and maintaining collaborative and effective, internal and external relationships and networks that underpin the critical and complex work of the unit and the achievement of goals and objects.
- Demonstrated experience contributing specialist business expertise to support the delivery of accurate and effective financial and business services, which underpins the achievement of unit goal within a complex and politically sensitive environment.
- Well-developed ability to problem-solve, analyse and integrate a range of high and complex information from a variety of sources, in order to develop innovative and effective recommendations, deliver complex business reports, use initiative and work effectively under broad direction.
- Proven high level experience in manage effective accounting systems maintenance and development functions, working with, and maintaining, large data sets, and utilising the Microsoft suite applications, in particular advanced functions of Excel.
- Proven extensive experience in coordinating and working effectively with complex budget and costings models to support critical financial management objectives in a large and complex organisation.
- Demonstrated expert knowledge of financial management and reporting systems (for example Masterpiece, Basware, COGNOS etc.), accounting and budgeting procedures, and a well-developed understanding of Treasury and Audit requirements in financial administration.
- Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment.



OUR COLLECTIVE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the *Children and Young People (Safety) Act 2017*, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP's status as a White Ribbon Accredited Workplace.
- Maintain the Program Standards of White Ribbon Reaccreditation.
- Actively support DCP's commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.

SPECIAL CONDITIONS

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Manager, Performance and Finance.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.



YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers, and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers, and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

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