

# Position Description

## Delivering trusted water services for a sustainable and healthy South Australia

<b>Position Title</b>	Manager Finance, Sustainable Infrastructure		
<b>Business Group</b>	Business Insights and Excellence	<b>People Leader</b>	Senior Manager Finance - Business Partnering
<b>Business Unit</b>	Finance	<b>Direct Report(s)</b>	Senior Management Accountant Labour Reporting Specialist Finance Officer Infrastructure Accounting Lead

### What is the unique purpose of the role?

To lead a professional team that provides financial/commercial oversight and management support of the Sustainable Infrastructure Business Group's financial planning, budgeting, reporting and performance, in order to deliver strong financial/commercial outcomes for the benefit of the organisation and its customers.

### Our Values

<p><b>We value our people</b> I can bring my whole self to work. My opinions matter. We value each other. We act safely.</p>	<p><b>We do work that matters</b> We are purposeful. We care for our environment. Everyone contributes.</p>	<p><b>We keep it real</b> We do the right thing. We keep each other safe. We look out for each other.</p>	<p><b>Our work has impact</b> We are proud to deliver for our customers and communities. We make every dollar count.</p>	<p><b>We are future focused</b> We look ahead. We embrace change. We are resilient.</p>
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### What does the role do?

The key accountabilities unique to this role are):

Key Accountabilities	Accountability Details
Deliver effective commercial advice and governance	<ul style="list-style-type: none"> <li>Effective business relationships with Business Unit Senior Managers and their associated managers, ensuring these relationships are well established and maintained.</li> <li>Contribute to a business plan for Sustainable Infrastructure (SI) that will align with and support the strategic plan for SA Water.</li> <li>SI management is kept abreast of key internal and external financial issues which will impact the business.</li> <li>Coordinate and manage SI compliance with corporate governance processes including Directors' Questionnaire, FMCP, internal audit, external audit and other legislative requirements.</li> <li>Provide Financial leadership for the SI team with regard to the preparation and management of the four yearly ESCOSA regulatory determination.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Contribute to a risk awareness culture within the group.</li> <li>• General Manager and Senior Managers understand/accept their financial accountabilities and understand how they impact the financial performance of the Corporation.</li> <li>• Directions and leadership are provided to staff to ensure effective investment decisions inclusive of consideration of financial risks and impacts are made in business cases put forward by SI.</li> <li>• Staff are provided with well measured technical accounting advice that allows them to act consistently with key financial governance policies e.g. capitalisation requirements for major projects, revenue recognition and financial accruals.</li> <li>• Assist and provide guidance in establishing financial framework and governance in delivering regulatory determination business outcomes and success, to ensure capital plans and associated methodology are in sync with Opex requirements/constraints in delivering business</li> </ul>
Effective financial planning and budgeting	<ul style="list-style-type: none"> <li>• Financial planning is closely aligned and reflective of Corporate and Group strategic planning processes and is based on coordinated operating statement plans which link to asset investment and management plans.</li> <li>• The SI long term financial plans are maintained and are reflective of drivers including KPI's, capital investment, revenue determinations and assumptions and the external environment.</li> <li>• Lead end to end SI detailed budgeting process, and ensure the budget is completed in an accurate, efficient and timely manner, as well as truly reflecting the business's financial requirements.</li> <li>• Taking accountability in driving and steering the delivery of the budgets of the groups in actualising business efficiencies and savings.</li> </ul>
Effective reporting and analysis	<ul style="list-style-type: none"> <li>• Financial information including detailed and accurate financial analysis, is provided to SI management and Executive group which meets reporting timeframes, provides insights and financial performance in informing decision making and risk mitigation plans.</li> <li>• Corporate monthly and annual reporting timeframes for SI are achieved with relevant financial summaries provided.</li> <li>• Ad hoc financial information and support as required.</li> <li>• Accurate forecasting (including risks/opportunities) is in accordance with Corporate Finance reporting requirements (cash, accrual etc.) and is based on coordinated and relevant business input.</li> <li>• Progress is made with improvement of performance/ KPI/ Power BI reporting and costing models.</li> </ul>
Effective performance management, cost management and systems	<ul style="list-style-type: none"> <li>• SI financial accounts are appropriately structured, reflect organisational accountability and provide a framework for valuable information.</li> <li>• Financial strategies are developed and initiatives undertaken which deliver business benefits.</li> <li>• Ensure services provided by your finance team are provided in an efficient manner and drive organisation cost efficiencies.</li> <li>• Costs are captured systematically and in accordance with all relevant models (asset and event based, production planning and regulated vs non-regulated, revenue linked) and systems are continually reviewed and updated.</li> <li>• Deliver, embed and optimise financial systems where applicable and championing IT applications (CAPS and Insights) and system roll out, promote the Corporations digital strategies including utilising and leveraging EDW and EDS.</li> <li>• The SI business group has: <ul style="list-style-type: none"> <li>◦ Budget and financial planning outcomes developed on time.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Effective management of SI overhead (indirect capital) costs and contract labour.</li> <li>○ Awareness of treasury instructions and can raise potential areas of non-compliance.</li> <li>○ Monthly reporting on functional budget performance.</li> <li>○ Trend analysis of key measures and awareness amongst the group by provision of early warning of adverse impacts. Where possible develop appropriate mitigation strategies.</li> <li>○ A culture of identifying opportunities and risks with strategies in place to take advantage of opportunities and manage risks.</li> <li>○ Compliance with all financial requirements.</li> </ul>
<b>Strong ownership in accurate and consistent financial data and information.</b>	<ul style="list-style-type: none"> <li>● Lead external reporting processes including Estimates and parliamentary briefing notes to provide accurate financial data and corresponding queries.</li> <li>● Own ESCOSA Determination values and assign appropriately to the relevant portfolios, programs and outputs in systems including CAPs and Insight.</li> <li>● Ensure the accuracy and consistency of information regarding ESCOSA values within the SA Water Capital systems (Insight and CAPS) and reporting Actuals, Budgets and Forecast against these values appropriately as required by ESCOSA, DTF and external and internal requirements.</li> </ul>
Put safety above all else	<ul style="list-style-type: none"> <li>● Model SA Water Values and associated behaviours.</li> <li>● Be aware of and apply roles and responsibilities in accordance with WHS Roles and Responsibilities Procedure.</li> <li>● Take responsibility for the safety and wellbeing of yourself and others including your own fitness for work (e.g. under the influence of drugs, alcohol and/or fatigue).</li> <li>● Ensure a strong focus on wellbeing and team wellbeing by building and supporting a physically and psychologically safe environment.</li> </ul>

### Knowledge, skills, and experience the role requires

Key selection criteria relevant to the role:

Foundation Knowledge, Skills, Experience, and Qualifications	Essential/Desirable
Relevant tertiary qualifications in Economics, Commerce or Accounting.	Essential
Formal accounting qualification - CA or CPA	Essential
Experience in financial planning, budgeting, reporting and analysis; with proven analytical and problem solving skills.	Essential
Demonstrated experience in a leadership role with evidence of coaching and training skills.	Essential
Demonstrated successful experience in business partnering and building strong relationships to drive outcomes	Essential
Excellent communication skills and people skills with strong customer focus, promoting "value-add" initiatives.	Essential
Financial Management in Infrastructure and Program delivery - desirable	Desirable

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## Who you work with

Key Stakeholder Relationships critical to the success of this role:

- GM Sustainable Infrastructure
- Sustainable Infrastructure Senior Managers
- Senior Manager Finance – Business Partnering
- Senior Manager Finance - Corporate
- Sustainable Infrastructure Teams including IPS, IMO, Capital Delivery, Maintenance and Engineering
- Business Insights and Excellence
- Regulation & Pricing
- ESCOSA and Department for Treasury and Finance

## Special conditions

- Flexible hours and some after hours as required, some intra and interstate travel.
- To ensure your safety in performing the inherent requirements of the role, you will be required to undergo initial and subsequent medical clearances in addition to some immunisations as relevant to your position.
- Depending on the role you will be required to undergo initial and/or subsequent clearance checks to ensure your ongoing suitability for the role. These may include a criminal police check, traffic check, Working with Children and/or Working with Vulnerable People.
- Act as Infrastructure Accountant/Capital Accounting Lead when required.

**The Position Description outlines what the requirements of the role are. The behaviours you demonstrate are equally as important, and form part of the inherent requirements of the role.**