



ROLE DESCRIPTION

Role Title:	Graduate Finance Officer
Classification Code:	ASO3
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing
Hospital/ Service/ Cluster:	Portfolio Budgets
Division:	Corporate and Infrastructure Division
Department/Section / Unit/ Ward:	Procurement Supply Chain & Finance (PSCF)
Role reports to:	Budget Analyst
Role Created/ Reviewed Date:	August 2023 / Sep 2024
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

- > The Graduate Finance Officer works within specific units and various units across Corporate Finance Services and is responsible to an assigned Team Leader, Senior Finance Officer or Manager for the provision of a range of financial and accounting activities and support services, which contributes to the effective financial management of SA Health.
- > In this capacity the position provides quality, timely and accurate financial information services and customer centric support including supporting the accurate monitoring, analysis and reporting of financial data, information and transactions, and the review of financial systems and practices.

Direct Reports:

- > Nil.

Key Relationships/ Interactions:

Internal

- > Reports to, and supports, an assigned finance officer from across the various units of the Corporate Finance Services.
- > Maintains cooperative and productive working relationships with relevant staff within the Unit and Finance and Corporate Services Division.
- > Contributes as an effective participant on a variety of individual and team projects and activities, as required.
- > Interacts with Directors, Managers and multi-disciplinary staff within SA Health.

External

- > Liaises with Department of Treasury and Finance, the Auditor General's Department, Shared Services SA, and other relevant external entity staff and stakeholders.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Providing financial support and services to team members and clients in a dynamic and changing environment.
- > Working in a time constrained environment whilst managing tasks, customer expectations and conflicting deadlines and priorities to support the team in delivering quality outcomes in a timely manner.
- > Contributing to the effective financial management of SA Health.

Delegations:

- > Nil.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contributes to the effective financial management of SA Health	<ul style="list-style-type: none"> > Provide a range of high quality financial and accounting activities to support SA Health objectives including the accurate preparation of budget variations, journals, reconciliations and a range of reports and documents. > Provide quality, timely and accurate financial information services and customer centric support to clients including the accurate monitoring and analysis of financial data, information and transactions. > Respond to queries and issues within the day to day operating environment and escalate complex issues and risks in accordance with policy and procedures. > Prepare a range of financial related information and reporting including using relevant systems and processes and assisting with annual budget, reporting and planning processes. > Develop and maintain effective working relationships with internal and external clients and stakeholders.
Compliance and review	<ul style="list-style-type: none"> > Assist in the research and review of financial systems, practices and procedures for SA Health to ensure compliance with statutory, operational and audit requirements. > Assist in the review of financial accounting processes and standards to contribute to the identification and assessment of risks and compliance issues. > Assist in drafting, templating and publishing financial documentation, such as forms and factsheets both in digital and hard copy. > Maintain policy and document registers and contribute to the development of strategies that assist with staff communication and engagement. > Assist in the review of financial compliance, internal controls and business reform opportunities. > Undertake compliance tasks including completing relevant working papers for review by the supervising officer.
Project Support	<ul style="list-style-type: none"> > Provide a range of project support functions and activities to finance related projects including undertaking activities to support the integrity of financial information and liaising with stakeholders to obtain and provide information which supports project objectives.

	<ul style="list-style-type: none"> > Provide assistance to project team management and staff in the drafting of information and advice regarding accounting related processes, procedures and reporting issues. > Support project teams in the analysis and development of financial and other information systems and processes.
<p>Contribute to Team Objectives</p>	<ul style="list-style-type: none"> > Participate in the implementation of continuous improvement strategies for the Corporate Finance team. > Be aware of team objectives and contribute to achieving the team plan. > Participate in a culture of integration within the Division and across the Portfolio to ensure that information is shared for the benefit of the Portfolio Strategic intent. > Assist other team members and undertake other duties as necessary to support team effectiveness and meet team objectives. > Participate in change management objectives across SA Health. > Contribute to a work ethos that focuses on the achievement of identified services outcomes.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > Tertiary (University Bachelor's degree level) qualification in accountancy, finance, business management, economics, commerce or other relevant field.

Personal Abilities/Aptitudes/Skills:

- > Well-developed interpersonal and written and verbal communication skills, to liaise with and respond to a diverse range of people in a courteous, accurate and timely manner, to foster trust, confidence and the cooperation of others and to prepare reports, presentations and correspondence.
- > Ability to use technical skills to collate and analyse financial information and develop and implement practical solutions which emphasises accuracy and thoroughness.
- > Ability to work under general direction, both as an individual as well as a member of a team, use initiative and judgment in the application of established procedures, manage high volume workloads, and resolve day to day issues to meet deadlines.
- > Ability to apply a high level of personal motivation, and flexibility, adaptability and versatility of approach, to handle changing work requirements.

Experience:

- > Experience in the use of computer software packages and systems appropriate to an accounting environment including the use of spread sheet and database applications.
- > Experience in undertaking accounting functions and services including identifying customer needs and providing quality customer service.
- > Experience in the collection, analysis and presentation of data, including the provision of reporting, advice and recommendations to support decision-making.

Knowledge:

- > Knowledge of Australian Accounting Standards and a range of financial management, budgeting and accrual accounting methods, procedures and reporting requirements and knowledge of the Departments functions and activities.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Tertiary (University Bachelor's degree level) qualification in accountancy, finance, business management, economics, commerce or other relevant field.

Personal Abilities/Aptitudes/Skills:

- > Ability to undertake financial modelling.

Experience:

- > Experience in the preparation of external financial reports and budgets on a rolling basis on accrual accounting principles.
- > Experience in the research and review of financial policies and procedures to ensure compliance with statutory, operational and audit requirements.

Knowledge:

- > Knowledge of State government accounting, budget and policy development processes and related Government policies and processes.
- > An understanding of SA Health, its strategic objectives and the broader SA public service context.

Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Corporate Finance Services:

The Corporate Finance functions across SA Health are provided under an integrated service model ensuring alignment of services and consistency with corporate and service level requirements across the portfolio.

Corporate Finance Services is managed by the Director, supported by General Managers who are responsible for the development and maintenance of effective budget management, forecasting, performance management, planning and analysis systems and capabilities across SA Health.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees.

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.

- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6
V10	08/12/2023		