

# Position Description

1/04/2024

<b>Role title</b>	Manager, Financial Accounting	<b>Last reviewed</b>	April 2024
<b>Division</b>	Commercial and Business Services	<b>Team</b>	Finance Control and Business Services
<b>Reports to</b>	Director, Finance Control and Business Services	<b>Classification</b>	ASO8
<b>Direct reports</b>	3		

## Role Purpose

Lead and oversees financial reporting and accounting processes, ensuring effective internal controls are in place, and collaborate closely with the Auditor General and external bodies to contribute to complex accounting matters and ensure obligations are met.

## Key Accountabilities

- Deliver and oversee transactional processing and reconciliations and oversee the recovery of monies and payment of accounts in line with accounting standards.
- Develop and maintain financial forecasting models, business plans and feasibility studies to improve profitability planning and budgeting.
- Oversee system administration and propose changes and improvements to ensure systems remain relevant and are aligned with compliance and governance standards.
- Manage taxation obligations, such as FBT and GST returns, payroll tax, and income tax equivalent returns to ensure the organisation remains compliant.
- Prepare and submit associated reporting, including preparation of annual financial statements and maintaining effective relationships with auditors, both internal and external, and the Auditor General.
- Act as a finance business partner, fostering relationships within the organisation and providing financial and accounting support and guidance to build capability and assist with complex matters.
- Manage cash flow and reporting responsibilities, proactively monitoring accounts and ensuring adequate cash flow management.
- Facilitate high levels of engagement and a purpose driven culture within teams.
- Other duties as required.

## Key Relationships

Internal	
Who	Why
Executive	Provide expert advice and support to respond to and deliver against strategic and business plans, agreed projects and new initiatives
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.

Direct Reports	Support, guide and manage performance.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
<b>External</b>	
<b>Who</b>	<b>Why</b>
Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging policy and operational issues. Interacts with Auditor General, Department of Treasury and Finance, Crown Solicitor's Office, Department of Premier and Cabinet and Office of the Commissioner for Public Sector Employment.
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/Consultants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

## Key Challenges

- Managing and delivering multiple tasks, activities, and deadlines in a complex environment.
- Managing the workload and shifting priorities with limited resources.

## Qualifications and Technical Requirements

- Tertiary qualification in a relevant discipline (Finance, Accounting, Economics) is essential.
- Demonstrated relevant professional experience in the fields of Financial Accounting, Tax and Audit.

## Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

## Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
<b>Culture and Collaboration</b>	Communicate effectively	Accomplished	<ul style="list-style-type: none"> <li>• Simplify and communicate complex and technical information into understandable and approachable messages.</li> <li>• Apply logic and reasoning throughout messages to achieve the objective of the communication and set clear expectations.</li> <li>• Understand the customs of the audience and tailor the mode of the communication as well as style and tone to suit.</li> <li>• Use language that demonstrates detailed understanding of Renewal SA organisation and terminology.</li> </ul>
<b>Strategy and Growth</b>	Make an impact	Accomplished	<ul style="list-style-type: none"> <li>• Comprehensively consider the issues facing multiple stakeholder groups when evaluating problems.</li> <li>• Review solutions and prioritise those that deliver the maximum weighted benefits, considering multiple interlinked problems.</li> <li>• Detailed understanding of the outcomes of solutions and courses of action, including the negative impacts or opportunities lost.</li> <li>• Create reporting and processes that define both the tangible and intangible impacts of Renewal SA's strategies and operations.</li> </ul>
<b>Innovation and Agility</b>	Be flexible	Accomplished	<ul style="list-style-type: none"> <li>• Show awareness of broader implications of changing priorities and communicate with and support impacted stakeholders.</li> <li>• Promote change as opportunities for staff to develop new skills or gain experience.</li> <li>• Develop changes to processes and systems to meet changing needs and ways of working.</li> <li>• Engage with broad stakeholder groups through a variety of means as needed to best achieve the outcomes required.</li> </ul>
<b>Solutions Focused</b>	Solve problems	Accomplished	<ul style="list-style-type: none"> <li>• Utilise quantitative and qualitative analysis to create a broad view of the issues and solutions.</li> <li>• Apply structured evaluation processes with weighting across a number of criteria to inform decisions.</li> <li>• Integrate Renewal SA's social, economic and organisational objectives and considerations in deciding an outcome.</li> <li>• Identify and manage issues collaboratively with others where the scope is outside of Renewal SA's control.</li> </ul>

<p><b>People Leadership</b></p>	<p>Lead our people</p>	<p>Intermediate</p>	<ul style="list-style-type: none"> <li>• Articulately explain Renewal SA’s direction and strategy and plans to achieve the objectives.</li> <li>• Actively join the strategy planning processes with insightful discussion and focus on our mission and purpose.</li> <li>• Create ways to inspire teams through purpose-led discussions and planning.</li> <li>• Proactively find ways to recognise the successes and efforts of teams and individuals.</li> </ul>
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Delegate		Role occupant	
<p>This position profile accurately outlines the expectations of the role.</p>	<input type="checkbox"/>	<p>I have read and understood the role and expectations of me.</p>	<input type="checkbox"/>
<p><b>Name</b></p>		<p><b>Name</b></p>	
<p><b>Title</b></p>		<p><b>Signature</b></p>	
<p><b>Signature</b></p>			
<p><b>Date</b></p>	<p>Click to enter a date.</p>	<p><b>Date</b></p>	<p>Click to enter a date.</p>