



Financial Services

The Division of Financial Services prides itself on highly skilled professionals that support a range of the delivery services.

Business units within Financial Services are:

- Financial Services
- Audit, Risk and Quality Assurance
- Business Services (Media and Communication's Unit; Research Unit; Strategy and Governance Unit)

Financial Services

The Financial Services provides financial services to the department, including monitoring and controlling of departmental financial data, general ledger execution of a range of authorisations and compliance with Departmental, Treasury and Audit legislations.

We also deliver advisory services to staff on department-related financial matters as well as strategic financial advice concerning organisational goals, systems and processes.

Management Accountants within DCSI provide strategic advice in relation to budget, workforce advice and financial management. They also provide project analysis, risk assessment advice and service level agreements.

Management Accountants provide budget services, including recommending and developing budget strategies to the Division, accurate and comprehensive monitoring, analysis and reporting of the Division's financial and workforce performance within agreed timelines.

Corporate Budgeting and Reporting provide strategic financial support to DCSI Divisions by developing and maintaining business practices that are required to underpin sound financial governance.

Financial Management & Reporting Infrastructure manages the Portfolio Corporate management reporting process, including:

- Monthly financial management reports that indicate the financial position of the Portfolio, its performance against budget and its projected year-end position
- Capital Program reporting
- Monthly reporting against Key Performance Indicators, workforce and activities
- Recommend actions based on the analysis of the financial position and operating result of the Portfolio to facilitate management decision making
- Analyse monthly budget performance of the portfolio operations so that the forward forecast can be informed of emerging issues and that Senior Executive can be advised of budget issues that are critical to the success of the Department's budget strategy.

Audit, Risk and Quality Assurance

The Unit provides a range of services relating to monitoring compliance with laws, policies and codes of conduct. The work of the Risk Management and Internal Audit Unit supports the work of the DCSI Risk Management and Audit Committee and the SA Housing Trust Board Finance and Audit Committee in overseeing and leading risk management initiatives, monitoring, refining internal controls and financial reporting.



The risk management consultants:

- Assist staff to understand risk management and its contribution to DCSI meeting its strategic goals and objectives through application of DCSI's Risk Management Policy and Framework.
- Work with staff to develop tools to establish consistency and keep DCSI up to date with emerging trends to support a sustainable risk management culture.
- Facilitate training sessions for staff across DCSI in collaboration with the College for Learning and Development to enhance the ability of staff to apply risk management techniques.

The internal auditors:

- Provide a broad range of audit services designed to help DCSI meet its legislative, regulatory and business objectives
- Perform risk based audits to evaluate whether risks are managed effectively by the use of adequate controls (and treatments) that mitigate those risks
- Undertake investigations into allegations of fraud, corruption
- Work the external auditors from Auditor General's Department to ensure compliance with legislation and regulations for enhanced corporate governance.

Quality Assurance provides services to DCSI Divisions and the portfolio with the aim of increasing business and financial processes and compliance.

A cornerstone of the Unit's work is to maintain independence in offering advice to the Chief Executive, the respective risk and audit committees, and executive managers.

Business Affairs

Strategy and Governance Unit

The Unit oversees information flows between the DCSI Portfolio and Ministers' offices. It is responsible for the coordination of the Ministerial, Parliamentary, Estimates briefing and Cabinet processes.

The unit also manages DCSI's interface with the Health and Community Services Complaints Commissioner, coordinates the reporting on achievements of the SA Strategic Plan targets which DCSI leads, corporate Freedom of Information requests, and relevant reports. It prepares the DCSI Annual Report and provides support for the Ministers' and Chief Executive's role on various Ministerial, Cabinet and high level national and state committees.

Research Unit

- Develops research priorities and the Strategic Research Agenda;
- Undertakes research and evaluation projects;
- Partners with many researchers in an active program of research;
- Provides financial support to prioritised projects;
- Partners with others in competitive research grant applications;
- Provides expert advice, resources and support to DCSI staff;
- Provides a 'single entry point' for external researchers into DCSI; ensures research projects meet ethical standards; supports the transfer of research findings into action; disseminates research.



Media and Communications Unit

The Media and Communication Unit has overall responsibility for communications across the department.

Key services provided by the Unit include:

- Media management and monitoring
- Public relations and events advice
- Development of communication strategies
- Social media development
- Liaison with Ministers' Offices regarding media and communication issues
- Internal communication
- Design services
- Production of promotional materials
- Advice regarding departmental and whole-of-government style and branding
- Coordination of the DCSI communications committee.

Key job roles in Financial Services are:

Finance Officers

Accountants

Auditors

Media and Communications Advisors

Business Analysts

Quality Assurance Officers

Research Officers

Administrative Officers

Risk Management Consultants

Policy Officers

Projects Officers

Administrative Officers

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