

## Finance Officer

### Working for DCSI may be just the right career choice for you...

In addition to the diverse range of careers available across our Department, staff are offered professional development and support, as well as promotional opportunities and excellent conditions of employment. At the Department for Communities and Social Inclusion, you will be part of a group of skilled and dedicated professionals who work daily to provide support and services in the areas that can make a positive contribution to the lives of others.

Our culture is dynamic, outcome focused, team orientated and highly successful. We pride ourselves on professionalism and our ability to offer strong learning and career opportunities. We welcome a mix of employees from diverse backgrounds with a range of skills and experience to contribute to our organisation.

### The role

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As a Finance Officer you will develop and update financial reports and provide financial analysis. You will also develop and implement financial policies, processes and procedures and provide financial advice on relevant issues to program managers and service providers.

Other aspects of the role include:

- > establishing effective internal controls to monitor data integrity and security
- > assisting in the monitoring and review of General Accounting systems and processes
- > assisting in maintaining the integrity of financial and data systems by regularly interrogating those systems through the use of special purpose financial reports and on-line enquiries
- > identifying and implementing debt management systems and processes

- > providing information and operational accounting support to internal and external clients on relevant issues
- > providing timely and accurate financial information for monthly management reporting
- > maintaining computerised accounts payable system and related documentation
- > corresponding to service providers and clients in relation to brokerage agreements

### Job specific capabilities

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As a Finance Officer you will use your knowledge in Accounting and Finance and experience in databases and spreadsheets to provide accurate reports and professional advice.

You will work autonomously, use initiative, organise priorities and meet deadlines. You will also analyse, interpret and present data in a logical manner, solve problems and act decisively.

### Special conditions:

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- > you may be required to drive considerable distances in the course of duties and must hold an appropriate, and current driver's licence or permit
- > some out of hours work and occasional intrastate travel necessitating overnight absences may be required.

## Our employment offer includes:

- > competitive salary PLUS Superannuation
- > an environment of learning excellence through our own Stanton Institute
- > accredited induction and leadership programs
- > possibility of long-term job security
- > a flexible and family friendly work environment
- > a strong culture and vision driven by skilled leaders
- > the opportunity to develop new skills through mobility and secondments
- > high ethical standards and dedication to a client centric work environment
- > salary sacrifice arrangements and superannuation benefits
- > a range of career pathways and opportunities
- > an environment where diversity is valued and individual contributions are recognised
- > a variety of work locations across South Australia.

## Additional benefits:

- > part-time / job share work opportunities
- > flexi-time (a flexible arrangement allowing employees to negotiate how and when hours will be worked)
- > compressed working arrangements
- > accessibility to work from home
- > study leave.

## For more information and enquiries

Please email [DCSIGraduateProgram@sa.gov.au](mailto:DCSIGraduateProgram@sa.gov.au) or visit the DCSI website [www.dcsi.sa.gov.au/careers](http://www.dcsi.sa.gov.au/careers)

DISCLAIMER: These fact sheets are only a representation of role within DCSI and are not the formal role descriptions or part of any selection criteria.