

## JOB AND PERSON SPECIFICATIONS

Position Title:	<b>Project Finance Officer</b>
Position No:	<b>TBC</b>
Classification Level:	<b>ASO5</b>
Type of Appointment:	<b>Temporary term up to 12 months</b>
Branch:	<b>Finance</b>
Date Updated:	<b>May 2025</b>

### JOB SPECIFICATION

#### ROLE SUMMARY

The Project Finance Officer will provide efficient and effective delivery of finance services in relation to the assessment and payment of claims in accordance with the provisions of Part 13A of the *Electoral Act 1985* (**the Act**).

The role assists with the preparation of a range of timely, relevant and reliable financial management reports including the reconciliation of financial accounts relating to payments made to participants of Part 13A of the Act.

The Project Finance Officer is accountable to the Manager Finance but will work closely with the Compliance Branch to develop systems and processes for the assessment and payment of funding and expenditure to participants.

#### KEY RESPONSIBILITIES

- Establish and maintain an accurate financial system suitable for the processing, recording and reconciliation of funding and expenditure payments to eligible participants of Part 13A of the Act, including administrative funding, policy development funding, and public funding for political expenditure.
- Assist the Manager Finance to develop and implement financial policies, procedures, and guidelines relating to funding and expenditure payments, in accordance with accounting and auditing standards.
- Assist the Compliance team with reviewing claims for funding lodged by participants and assess the accuracy of the information provided against legislative criteria in Part 13A of the Act, including preparing written reports for approval.
- Processing account payable transactions.
- Monthly reconciliation of the bank account.

- Assist the Finance team with preparation of budgets and financial statements.
- Prepare and maintain accurate financial records and ensure compliance with accounting standards and regulations.
- Conduct financial analysis and forecasting to identify trends, efficiencies, and improvements to support decision-making process.
- Assist with internal and external audits including the preparing of responses to audit inquiries.
- Undertake any other duties to support the objectives of the broader Finance team, as directed.

#### **AGENCY RESPONSIBILITIES**

- Contribute to effective election management and the provision of best practice electoral services by investigating opportunities to enhance operations and assuming responsibility for specific state and local government electoral projects and agency projects.
- Demonstrate appropriate and professional workplace behaviours that are in-line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity and Ethical Conduct according to the principles of the Public Sector Act 2009.
- Contribute to a safe and healthy work environment by taking reasonable care to protect your own and others' health and safety at work by having a knowledge of, and complying with, legislation and ECSA policies and procedures related to the Work Health and Safety Act 2012 (SA).
- Utilise resources and information in a responsible and accountable manner and comply with all Public Sector and ECSA financial, procurement, IT and HR policies and procedures.
- Actively participate in ECSA's Performance Management and Development Program.
- Uphold the values of ECSA as reflected in the Strategic Plan.
- Adhere to quality service standards to ensure objectives of ECSA's Customer Service Charter are fulfilled.
- Keep accurate and complete records of business activities in accordance with the State Records Act 1997.

You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform.

**SPECIAL CONDITIONS**

- In order not to compromise the strict neutrality of the Commission, no person who is active in political affairs or intends to carry on this activity may be an employee.
- Employment is dependent upon a National Police Certificate clearance that the Commission finds satisfactory.
- Extensive out of normal working hours duty is required during the period of an election.
- Some interstate and intrastate travel may be required.

**PERSON SPECIFICATION****ESSENTIAL REQUIREMENTS****Qualifications**

- None specified.

**Personal Abilities, Aptitudes, Skills**

- Demonstrated high-level written and verbal communication skills.
- Strong attention to detail and accuracy, with proven ability to identify problems, errors and anomalies in financial data.
- Strong analytical skills to undertake financial analysis and problem resolution.
- Proven ability to quickly learn new legislative and policy requirements and adapt to a changing environment.
- Demonstrated interpersonal and relationship management skills and ability to liaise with internal and external stakeholders at all levels.
- Professional manner with the ability to maintain highly confidential and sensitive information.
- Ability to actively identify process improvements.

**Experience**

- Demonstrated experience in government accounting, Australian Accounting Standards, Treasurer's Instructions, Accounting Policy Frameworks and best practice accounting principles, practices and procedures.
- Experience in the use of accounting systems appropriate to a financial management and accounting environment.
- Experience in preparing written financial reports.
- Experience in financial analysis.
- Experience in the use of the Microsoft Office products, with proficiency in Excel.

**Knowledge**

- Demonstrated knowledge of accounting principles and practices.

## DESIRABLE CHARACTERISTICS

### Qualifications

- An appropriate qualification in accounting.

### Personal Abilities, Aptitudes, Skills

- None specified.

### Experience

- None specified.

### Knowledge

- Working knowledge of State, Local Government and/or Federal electoral systems and associated processes, practices and requirements.

<b>Review and approved by Deputy Electoral Commissioner:</b>			/ /
<b>Accepted by Employee:</b>			/ /