

Role Description



Role title:	Classification:
Senior Finance Business Partner	ASO6
Division/Business unit:	Reports to:
Finance, Digital and Customer Support / Finance	Principal Finance Business Partner

Role purpose:

The Senior Finance Business Partner is a role within Finance and is accountable to the Principal Finance Business Partner for:

- Providing a high-quality financial service by partnering with stakeholders in assigned portfolio areas.
- Preparing, developing, and analysing key financial information to enable Executive and management decision making to support the portfolio's financial sustainability.
- Supervising team members and monitoring work progress against agreed quality and performance standards.

Key outcomes and accountabilities:

1. Provide expert financial advice, review performance of local operations, undertake budget monitoring and partner with executive and management in influencing decision making.
2. Present financial information, forecasts, risks, and key insights to Executive and management to support informed decision making, effective financial management, and collaborative partnerships to assigned portfolios.
3. Provide timely advice and accurate input to the annual state budget process, mid-year budget review, briefings and financial statements, in accordance with accounting standards, Treasurer's Instructions, and applicable government frameworks.
4. Foster a culture of continuous improvement focussing on operational efficiency, ensuring the accuracy, and reliability of financial reporting, strengthening financial management practices across the agency and assigned portfolios.
5. Maintain effective relationships with assigned portfolios, Executive, and other key stakeholders, delivering responsive and customer-focused financial services that support stakeholder needs.
6. Supervise, support and develop staff by allocating work, monitoring performance, providing guidance and feedback, and actively contributing to performance development and management processes.
7. Coordinate and implement finance-related reviews in accordance with management direction, strategic goals and policies of the Department.

Note: Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.

Special conditions:

- Prior to being employed, the successful applicant will be required to obtain a National Police Check (NPC) if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.
- Some out of hours work may be required.

Key Relationships/Interactions:

- Principal Finance Business Partner (line manager)
- Manager, Finance Business Partnering
- Director, Finance
- Chief Financial Officer
- Divisional Executives and relevant managers
- Staff of the Finance, Digital and Customer Support Division
- Government and non-Government Agencies

Budget/Delegations:

Financial Authorisation Level 5 / HR Delegation Level 5

DHS expectations and values: (Organisational contribution)

- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Treat all individuals with fairness and respect, regardless of their race, culture, language, gender (including gender diversity), religion, sexuality, ability, or age.
- Promote and maintain inclusive workplaces that embrace diversity and actively support difference.
- Demonstrate zero tolerance for discrimination, harassment, or disrespectful behaviour towards or by clients, colleagues, contractors, or stakeholders.

Role specific capabilities: (Skills, experience, knowledge, attributes)

1. **Financial Knowledge Base** – Demonstrate significant discipline knowledge and understanding of Government and Departmental policies and guidelines to accurately process reliable financial information and provide direction and advice on changes to existing procedures in pursuit of best practice opportunities.
2. **Build Partnerships** – Understand the needs of diverse range of customers and cultures and deliver services that meet these needs using initiative, creativity, negotiation, consultation, and conflict resolution skills.
3. **Accountability and Decision Making** – Take responsibility for and is able to demonstrate justifiable reasons for actions and decisions. Make decisions within area of responsibility, evaluating all available information and taking action in line with organisational policy and values.
4. **Leadership** – Provide effective management and supervision of staff and resolve conflict, provide practical advice on a wide range of issues, lead by example, and undertake active performance management.
5. **Implement Projects and Programs** – Ability to plan, implement, monitor, assess, and evaluate appropriate projects and programs in collaboration with key stakeholders. Identify, lead and implement process improvement initiatives.
6. **Interacting with Technology** – Interact with a range of software applications, including the advanced Microsoft Office suite and Oracle finance system, efficiently and adapt to changes in technology and/or systems.

Qualifications:

Essential: Degree in Accounting, Commerce, Finance, or other related discipline.

Desirable: Completion of studies offered by either CPA Australia or the Chartered Association of Accountants.

Key leadership competencies and expected behaviours at this classification:**Supports and implements strategic direction**

- ☒ Understands the big picture and contributes to the development of strategic direction for the BU.
- ☒ Assumes ownership of team goals and business objectives.
- ☒ Works with a whole-of-government mindset and aligns objectives with organisational priorities.
- ☒ Look for opportunities to initiate continuous improvement. Communicates effectively in times of uncertainty.
- ☒ Identifies and analyses complex problems relating to the team's work objectives.

Achieves and monitors own results

- ☒ Delivers results and improvements to meet team objectives.
- ☒ Evaluates existing systems and resources, and identifies opportunities for development and improvement.
- ☒ Makes decisions and manages risks affecting the team and individual role, even in ambiguous situations.
- ☒ Abides by the laws, regulations and policies determining team and individual role activities.
- ☒ Holds self and others accountable for reaching team outcomes, and escalates issues where necessary.
- ☒ Monitors team/project performance and seeks feedback to guide improvements.
- ☒ Develops job-specific expertise and builds on the knowledge and skills of self and others to achieve objectives.

Enhances service delivery excellence

- ☒ Adds value to the BU by setting, reaching and encouraging high performance standards.
- ☒ Identifies and raises awareness of trends, potential problems and opportunities to meet the current and future needs of the business.
- ☒ Provides others with ongoing feedback and coaching for development.
- ☒ Identifies learning opportunities and encourages innovation and resourcefulness to meeting team performance standards.
- ☒ Embeds a strong customer service ethos by understanding needs.
- ☒ Effectively manages resources to meet competing and complex demands.

Cultivates productive working relationships

- ☒ Seeks to understand the perspectives of others and the implication in the wider public sector.
- ☒ Tailors approach to the audience or situation to ensure information is understood and key actions are agreed upon
- ☒ Constructively manages and resolves conflict by identifying boundaries and appropriate workarounds.
- ☒ Genuinely values the input, expertise and experience of others; promotes information sharing to gain new insights and deliver outcomes.
- ☒ Engages in strategic relationships with internal and external stakeholders.
- ☒ Is sensitive towards diverse agendas, concerns, interests and views and can adapt approach accordingly

Exhibits personal drive and professionalism

- ☒ Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour.
- ☒ Displays belief in own strengths and abilities; challenges issues constructively and acknowledges mistakes.
- ☒ Adapts effectively to changing priorities and work demands, responding in a controlled manner.
- ☒ Self-evaluates performance, seeking feedback from others; recognises how behaviour impacts others.
- ☒ Promotes a culture that values respect and diversity within the team, and models this in all interactions.
- ☒ Ensures a focus on wellbeing and safety for self and others, and raises concerns where necessary.

Approval:		
Assessed by: James Johnson, Human Resources Business Partner		Date: 01/07/2026
Approved by: Linda Houston, Director, Finance		Date: 30/06/2026