



SOUTH AUSTRALIA POLICE
KEEPING SA SAFE

EXECUTIVE ROLE STATEMENT

JOB TITLE: Head of Finance and Procurement	AGENCY: SAPOL
CLASSIFICATION: SAES 1	DIVISION: BUSINESS SERVICE
REPORTS TO: Director Business Service (SAES2)	ROLES REPORTING TO THIS ROLE: Managers of the following services: <ul style="list-style-type: none">• Manager, Budgets; Manager, Capital Management; Manager, Financial Reporting; Manager, Police Superannuation; Manager, Procurement and Contract Management Services; Manager, Service Management;
ORGANISATIONAL CONTEXT: South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large, complex Department which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hours per day basis.	
ORGANISATIONAL ENVIRONMENT: Financial Management Services Branch provides a range of services in relation to financial management, procurement and contracts, financial and transactional services to clients, including: <ul style="list-style-type: none">• Corporate budget and resource planning• Management of the Treasury function• Strategic financial management reporting and systems• Capital planning and management• Statutory reporting and accounting policy• Procurement and contract management• Financial and accounting improvements/reforms• Liaison with Auditor-General's Department, DTF and SSSA• Transactional services (eg accounts payable and receivable, taxation compliance, payroll administration and services, banking and purchase cards)• Policy development, contract management, major acquisitions, disposals, contract services and program support functions	

ROLE PURPOSE:

The Head of Finance and Procurement is accountable to the Director, Business Service, and is responsible for the provision of transactional services, procurement and contract management, accounting, finance and management accounting services within SAPOL. This is achieved through the provision of high level strategic budget and policy advice, leadership, policy and strategy development and managing relationships, including with key central agencies that contribute to the efficient, effective management and utilisation of Departmental resources and the achievement of the Government's policy objectives and reform agenda. The position is a primary executive agency contact for Department of Treasury and Finance (DTF: eg monthly and quarterly monitoring returns, forward estimates, Bilateral process, costing advice, Cabinet submissions and the agency level budget negotiation process), Shared Services SA (SSSA: transactional and accounting matters and managing contractual arrangements, statutory audited annual financial statements) and Auditor-General's Department (e.g. statutory audited annual financial statements, accounting policy and financial audit issues).

In consultation with its internal and external stakeholders, Business Service plans, develops, and implements strategic and customer focused policies, strategies and services relative to financial management, physical asset management, procurement and contract management, transactional service management, information management, expiation notice management, and business development within SAPOL.

KEY OUTCOMES:

The Head of Finance and Procurement provides a best practice customer focused financial management, procurement and contract management, transactional and accounting service to SAPOL that includes, but is not limited to:

- Providing strategic leadership and oversight of the provision of high-quality accounting, procurement and contract management, financial management and transactional services and identify opportunities for improving service delivery by fostering an environment of continuous improvement and increased capacity
- Developing and maintaining SAPOL's rolling forward estimates budgets (recurrent, capital, Administered Items and workforce) that include strategies and financial management frameworks (policies, systems, procedures and processes) to deliver a balanced and sustainable budget position that includes ensuring that SAPOL achieves its fiscal targets allocated by Government
- Coordinating budget development, undertake performance reviews, resource analysis (including assessment of risks and corrective action required) and reporting of SAPOL's recurrent, capital, Administered Items and workforce budgets, both internally and externally to the Department of Treasury and Finance (DTF)
- Providing timely, relevant high-level strategic advice and support to the Commissioner in negotiations with DTF. The position is a primary executive agency contact representing the agency in dealing with senior officers in DTF, Auditor-General's Department and SSSA including management of contractual arrangements between SAPOL and SSSA
- Keeping the Commissioner and the Executive Leadership Team (ELT) continually informed of developments and emerging reforms in accounting, procurement and contract management, and financial management in the government and non-government sectors
- Overseeing the coordination of the design and implementation of contemporary financial management information systems
- Managing the compilation of statutory financial reporting, including FBT and annual financial statements and reports for all agency controlled and administered items that comply with statutory reporting requirements, and prepare annual budget documentation for publication and presentation to Parliament
- Providing advice on accounting policies, the *Public Finance and Audit Act*, the Government's Financial Management Framework and other Whole-of-Government financial management initiatives

- Centrally budgeting and managing police salaries (70% of overall annual recurrent budget or approximately \$643 million and 4,713 FTE police) and related costs through workforce planning that takes into account attrition, separations and cadet recruitment
- Researching and preparing budgets, Commissioner and ministerial briefings, and responses to other requests for information, including advice on workforce and for various Parliamentary Committees (e.g. Parliamentary Estimates Committee and Budget and Finance Committee)
- Leading financial management and accounting initiatives (including implementing new accounting standards) across the Department

KEY RELATIONSHIPS/INTERACTIONS:

- Liaises with the Commissioner of Police, SAPOL’s ELT, Senior Managers, Business Service Branch Managers, Service Business Managers and staff.
- Senior managers in other State Government Agencies (DTF, SSSA, Auditor General’s Department and Department for Infrastructure and Transport and jurisdictional contacts, Australian Criminal Intelligence Commission and Ministerial Offices.

SPECIAL CONDITIONS:

- Out of Hours work is required.
- Inter and Intra-state travel may be required.
- Employment is dependent upon satisfactory clearance. Information on a person’s criminal history and other associated probity checks will be undertaken prior to appointment
- Abide by the professional conduct standards in the *Code of Ethics for the South Australian Public Sector*, relevant legislation and SAPOL policies and procedures.

KEY BUDGETARY RESPONSIBILITIES (2020/21):

Estimated recurrent expenditure	\$988 million
Estimated recurrent expenses (sworn sal & P&A)	\$643 million
Estimated total operating revenue	\$46 million (exc grants)
Estimated investing capital funds	\$30 million
Estimated operating capital funds	\$18 million
Administered Items (excludes VOC levy)	\$74 million
Total liabilities	\$518 million

Financial Delegations 2020/21

Expenditure Authority

Ordinary Expenditure	\$110,000 including GST
Capital Expenditure	\$110,000 including GST
Administered Items up to amounts approved in the State Budget or approved revisions thereof	

Purchase Authority

Service Contracts	\$55,000 including GST
Purchase Cards	\$3,300 including GST

Income authority

Community Emergency Services Contribution and CPT Insurance Regulator for Road Safety funds acquittal: both up to amounts approved in the State budget or approved revisions thereof.

TECHNICAL KNOWLEDGE AND EXPERIENCE:

- Experience in the effective financial management strategies, management of significant budgets and the conduct of complex financial analysis and reviews.
- Demonstrated experience in financial management.
- Relevant tertiary qualifications in either accountancy, finance, business management, economics, commerce or other relevant field.
- Chartered Accountant or Certified Practising Accountant qualified.

DESIRABLE TECHNICAL KNOWLEDGE / EXPERTISE

- Knowledge and sound understanding of the social, economic and political parameters that impact on the Public Sector and SAPOL.

CORPORATE RESPONSIBILITIES:

- Maintain a commitment to the *Public Sector Act 2009*, Ethical Conduct and the legislative requirements of the *Public Sector Act 2009* and the *WHS Act 2012*.
- Support and advocate for Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintain a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under-represented groups.
- Actively participate in the SAPOL's Performance Management Program and achieve performance targets that are negotiated and mutually agreed with by the Commissioner of Police. For Executive staff, this program is integrated with the Executive Leadership Competency Framework for the SA Public Sector.
- Actively support SAPOL's participation in the White Ribbon, Disability and Reconciliation Agendas

SAES SELECTION CRITERIA: CORE COMPETENCIES

Executives are required to demonstrate the behaviours under each of the five core competencies as outlined in the South Australian Executive Service (SAES) Competency Framework available at https://www.publicsector.sa.gov.au/_data/assets/pdf_file/0020/211673/SAES-Competency-Framework.pdf

The five core competencies that sit within the SAES Executive Framework are:

- Shapes Strategic Thinking and Change
- Achieves Results
- Drives Business Excellence
- Forges Relationships and Engages Others
- Exemplifies Personal Drive and Professionalism

HOW TO APPLY:

Applications close at 8:30am on Monday, 14 September 2020.

Telephone enquiries to Nick Stillwell are welcome on +618 8212 0999.

Apply at <https://www.stillwellmanagement.com.au/jobs> and submit your CV and Cover Letter in Word format.