

Position Description



Position: Principal Finance Business Partner

Classification Code: ASO8

Division: Finance

POSITION DESCRIPTION

Summary of Role:

The Principal Finance Business Partner is responsible for managing Legal Services' financial transformation including establishing a business partner function and project managing the modernisation of finance systems and processes.

Through strong business partnering, commercial insight and financial stewardship, the role provides advice, analysis and reporting that supports informed decision-making, sustainable resource allocation and achievement of organisational objectives across Legal Services.

The position also leads the optimisation of financial systems, divisional budgeting processes and financial controls to improve efficiency, governance and service delivery.

Reports to: Chief Financial Officer (CFO)

Special Conditions:

The employee:

- may be required to undertake some out of hours work.
- may be required to undertake some intra/interstate travel.
- may be required to work at any Legal Services office as required.
- will undergo periodic National Police Clearances and DHS Working with Children Checks.
- is required to comply with the standards outlined in the Code of Ethics for the South Australian Public Sector, relevant legislation, and Legal Services policies and procedures.
- is required to maintain strict confidentiality in accordance with Section 31A of the *Legal Services Commission Act 1977*.
- is required to participate in performance reviews and development programs.
- is required to attend mandatory in-house training and Mandatory Continuing Professional Development.

Key Responsibilities and Duties:

Business Partnering

- Establish and embed a contemporary finance business partnering model, building strong relationships with leaders and stakeholders to increase financial literacy across the organisation.

- Lead the development, coordination and ongoing management of divisional budgets, forecasts and financial plans, leveraging finance systems to improve accuracy, visibility and accountability across the organisation.
- Prepare and provide timely, relevant and comprehensive financial analysis and reporting that contributes to improved business decisions and identifies risks and opportunities.
- Lead the development and implementation of organisation-wide costing methodologies to support accurate cost allocation, funding acquittals, pricing decisions, and strategic resource allocation

System and Process Improvements

- Lead the identification, design, and implementation of financial systems and process improvements that enhance efficiency, strengthen internal controls, improve data quality, and reduce reliance on manual processes.
- Partner with Information Services and business stakeholders to provide finance subject matter expertise for organisational system implementations, integrations, and transformation initiatives, supporting effective project delivery and change management.
- Drive procure-to-pay process optimisation by improving invoice and purchase order workflows through system-enabled solutions, automation, governance, and continuous process improvement.
- Maintain strong internal controls and ensure organisational compliance with financial policies, procedures, standards and guidelines, while proactively identifying opportunities to improve financial policies, processes and systems, providing recommendations to the CFO for approval and implementation.
- Ensure financial systems, processes, and reporting frameworks support organisational objectives, compliance requirements, and informed decision-making across the business.

General

- Provide mentorship, coaching and technical guidance to Finance team members to support capability development, continuous improvement and professional growth.
- Communicate effectively with persons from a wide range of backgrounds, including differing socio-economic and cultural backgrounds.
- Pro-actively safeguard the health and well-being of staff by ensuring safe work practices are adhered to in accordance with all WHS legislation, policies and procedures within the workplace.
- Embrace and encourage diversity and cultural differences in the workplace by modelling respectful behaviour in the workplace.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Educational/Vocational Qualifications:

- An appropriate tertiary qualification in Accounting, Finance, Commerce or other related discipline or equivalent experience.

Personal Abilities/Aptitudes/Skills:

- Demonstrated ability to succinctly present information and risk-based advice to Senior Managers and Executives, both verbally and in writing, to support decision making.

- Demonstrated experience in interpreting and applying related Acts, Regulations, policies and guidelines in the process of resolving a business problem.
- Demonstrated ability to interpret complex financial information and data, identify trends, assess risks and develop practical, evidence-based recommendations.
- Proven ability in explaining financial concepts to non-financial stakeholders, to build trust and influence decision making.
- Demonstrated ability to exercise sound judgement and initiative in a dynamic, high-risk environment, while contributing to effective service delivery.
- Demonstrated ability to work effectively, under limited direction, either independently or within a team.

Experience:

- Experience developing strong business partnerships with senior stakeholders and influencing decision-making.
- Experience preparing business cases, financial models and strategic investment evaluations.
- Experience leading financial systems implementations, process redesign or digital transformation initiatives.
- Experience in applying financial management principles and processes applicable to public sector agencies, including project management, budget formulation, forecasting, reporting and analysis of variances, budget adjustment processes, accounting treatments, and end-of-year requirements.
- Experience using financial management systems, accounting software, reporting tools, with advanced Excel skills.

Knowledge:

- High-level knowledge of State Government financial policies, practices, funding agreements, forms of budgeting and reporting techniques.
- High-level understanding and experience in applying Australian Accounting Standards, Treasurer's Instructions, Financial Management Framework and best practice financial accounting practices and procedures.
- Knowledge of financial governance, audit processes and risk management principles.
- An understanding of Workplace Health and Safety and Equal Opportunity principles.

DESIRABLE REQUIREMENTS

- Membership of either Institute of Chartered Accountants Australia and New Zealand (CA ANZ) or CPA Australia.

Position Description Approval

Approved by:

Signed by:

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Delegate

28 August 2026

Date