

Position Description



Position:	Chief Finance Officer (CFO)
Classification Code:	SAES1
Division:	Finance

POSITION DESCRIPTION

Summary of Role:

The Chief Financial Officer (CFO) is the principal financial adviser to the Chief Executive Officer, Executive Team and Board of Legal Services and is responsible for the leadership, management, and supervision of the Finance Division

The CFO provides strategic leadership of Legal Services finance function and is accountable for financial stewardship, financial sustainability, budgeting and forecasting, statutory financial reporting, management reporting, financial governance, internal controls, and the modernisation of finance systems and processes.

The role is also responsible for executive oversight of procurement, contract management and facilities management to ensure these functions support organisational priorities, operate within appropriate governance frameworks, and deliver efficient, fit-for-purpose services.

A core part of the role is to build a contemporary finance function that combines strong financial control with practical business partnering. The CFO will support executive leaders and managers to better understand financial performance, resource allocation, risk, and value for money, and will help embed accountability for financial management across the organisation.

This is a key enterprise leadership role. The CFO contributes to organisational strategy, reform and performance improvement, while ensuring that Legal Services' financial management framework remains sound, credible and aligned to legislative and public sector requirements. This reflects the current brief's focus on leadership of the Finance Division, development of a Finance Services Strategy and Roadmap, implementation of a business partnership model, and oversight of financial, procurement and facilities frameworks.

Reports to: Chief Executive Officer, Legal Services

Direct Reports:

- Management Accountants (2)
- Financial Accountant
- Finance Officer
- Accounts Receivable Officer
- Principal Procurement Advisor
- Contract Management Officer
- Facilities Lead

Key Relationships:

- Legal Services' Board

- Executive Team
- Managers, Team Leaders and employees of Legal Services
- Department of Treasury and Finance, Procurement Services SA and other relevant government departments

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:

The CFO Position Description is not exhaustive and describes the type and nature of duties that may be required. The CFO may be required to perform any duties commensurate with their classification level, skills, experience and qualifications.

The CFO is responsible for:

Area	Duties	Key Performance Indicator
People leadership	<ul style="list-style-type: none"> • Lead, develop and support a high-performing team across finance, procurement, contracts and facilities. • Foster a culture of accountability, continuous improvement, professionalism, responsiveness and collaboration. • Build organisational financial capability through strong business partnering and practical support to leaders and managers. • Lead change in a way that builds trust, capability and confidence across the organisation. 	<ul style="list-style-type: none"> • A business partnering model is implemented successfully and improves financial accountability across the organisation. • The finance team demonstrates strong capability, responsiveness and service orientation.
Strategic financial leadership	<ul style="list-style-type: none"> • Act as Legal Services lead executive adviser on financial stewardship, sustainability, performance and risk. 	<ul style="list-style-type: none"> • Development of Financial Management Strategy and Roadmap and delivery of actionable outcomes

	<ul style="list-style-type: none"> • Contribute as a member of the Executive Team to organisational strategy, planning and reform. • Provide high-quality strategic advice to the CEO and Board on the financial implications of major decisions, initiatives, risks and priorities. • Lead development and delivery of a Finance Strategy and Roadmap aligned to Legal Services' strategic objectives. • Support Legal Services to strengthen financial discipline, organisational performance and long-term sustainability. 	
Financial management and performance	<ul style="list-style-type: none"> • Lead budgeting, forecasting, cashflow oversight, management reporting and financial analysis across the organisation. • Strengthen financial decision support for executives and managers through an effective business partnering model, including the management accountant structure identified in the current role design. • Improve visibility of financial performance, resource use and cost drivers across the organisation. • Oversee prudent financial management of the Legal Services Fund and other relevant funds and investments. • Oversee financial management of significant expenditure areas, including funding arrangements involving external practitioners and expensive criminal cases, as contemplated in the current draft. 	<ul style="list-style-type: none"> • The CEO, Board and Executive Team receive timely, practical and trusted financial advice. • Budgeting, forecasting and management reporting are accurate, timely and useful for decision-making.
Financial control, compliance and reporting	<ul style="list-style-type: none"> • Ensure robust financial governance, internal controls, delegations, policies and assurance processes are in place and operating effectively. • Oversee preparation of annual financial statements and all required statutory, board and management reporting. • Ensure compliance with relevant financial management legislation, public sector requirements, audit expectations and internal policies. 	<ul style="list-style-type: none"> • Financial controls, delegations, policies and assurance processes are strengthened and operating effectively. • Annual financial statements and statutory reporting obligations are delivered to a high standard.

	<ul style="list-style-type: none"> • Maintain oversight of key financial control activities, including banking, authorisations, receivables, and related financial administration, while ensuring these are managed efficiently and appropriately. The current draft gives substantial emphasis to banking authorisations, merchant facilities, debtor management, salary overpayment recoveries, registers and AP/AR effectiveness. • Support the CEO, Board and Audit and Risk Committee with clear reporting on financial performance, control issues and emerging risks. 	
Procurement, contracts and facilities oversight	<ul style="list-style-type: none"> • Provide executive oversight of procurement, contract management and facilities management. • Ensure procurement and contract management practices are compliant, risk-aware, commercially sound and aligned to organisational priorities. • Oversee major procurement activity and negotiation of contracts for goods and services to support effective service delivery. • Ensure facilities management supports safe, efficient and fit-for-purpose operations across Legal Services. • Maintain strong working relationships with key government agencies and stakeholders relevant to procurement, finance and operational support functions, including those identified in the current brief. 	<ul style="list-style-type: none"> • Procurement, contracts and facilities are managed effectively and in line with governance requirements.
Transformation and continuous improvement	<ul style="list-style-type: none"> • Lead finance transformation and major divisional projects, including digital initiatives, systems modernisation and process redesign. • Drive continuous improvement in finance services, reporting, internal processes and user experience. • Collaborate with executives and business leaders to prioritise initiatives, manage change and ensure measurable outcomes are achieved. 	<ul style="list-style-type: none"> • Finance systems and processes are modernised, with measurable improvements in efficiency, reporting quality and service delivery. • Key projects and reform initiatives are delivered within agreed timeframes,

	<ul style="list-style-type: none"> • Identify and implement opportunities for innovation, simplification and better use of technology in support of organisational objectives. • Build a finance function that is forward-looking, responsive and focused on service excellence. The current draft expressly highlights systems modernisation, digital transformation and innovation. 	budgets and quality expectations.
Stakeholder engagement and representation	<ul style="list-style-type: none"> • Maintain effective relationships with the Board, Executive Team, staff, government agencies, auditors and relevant external stakeholders. • Represent Legal Services on relevant committees, working groups and sector forums as required. • Maintain productive relationships with legal aid agencies and relevant sector bodies nationally, consistent with the current brief. • Provide clear, well-reasoned and timely reports, presentations and recommendations to support sound decision-making. 	Strong, collaborative relationships are built and continually strengthened
Drive Culture	<ul style="list-style-type: none"> • 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 • Promote and maintain a commitment to an inclusive workplace in support of First Nations people and other underrepresented groups • Work within the legislative requirements of the <i>Legal Services Commission Act 1977</i>, <i>Fair Work Act 1994</i>, <i>Work Health and Safety Act 2012</i>, <i>Equal Opportunity Act 1984</i>, <i>Return to Work Act 2014 (SA)</i>, <i>Independent Commissioner Against Corruption Act 2012 (SA)</i>, <i>Public Finance and Audit Act 1987</i> and other relevant Acts and Regulations 	<ul style="list-style-type: none"> • Lead active participation and contribution in responsible, diverse and safe work practices • Proactive measures are undertaken to adhere to and prevent injuries • Abides by the Acts, Regulations, Policies and Procedures • Individual differences are encouraged and accommodated in the workplace

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Educational/Vocational Qualifications:

- Tertiary qualifications in Accounting, Commerce, Finance or related discipline.
- Membership of either:
 - Institute of Chartered Accountants, Australia and New Zealand (CA); or
 - Certified Practising Accountants, Australia (CPA)

Personal Abilities/Aptitudes/Skills:

- Strong strategic and analytical capability, with the ability to connect financial insight to organisational priorities and decisions.
- High-level leadership skills, including the ability to motivate teams, delegate effectively and lead in dynamic and changing environments.
- Excellent interpersonal, written and presentation skills, with the ability to communicate complex matters clearly and credibly.
- Sound judgement, integrity, diplomacy and discretion, including the ability to operate effectively in a sensitive environment.
- Strong understanding of technology, business improvement and change management.
- Ability to identify issues, analyse options and implement practical solutions.
- Strong stakeholder engagement skills and the capacity to work collaboratively across organisational boundaries.
- Commitment to ethical leadership, inclusion, continuous improvement and safe work practices.

Experience:

- Significant senior leadership experience in finance, ideally in a complex government, regulated, professional services, legal, justice, community services or similarly mission-driven environment.
- Demonstrated success in leading budgeting, forecasting, statutory reporting, management reporting, financial governance and internal control in a sizeable or complex organisation.
- Proven experience advising chief executives, boards and senior leadership teams on financial strategy, stewardship, performance and risk.
- Demonstrated experience in leading finance transformation, including systems modernisation, process improvement, operating model redesign or capability uplift.
- Experience building and leading high-performing teams through change, including implementation of a business partnering or similar service model.
- Experience overseeing procurement, contract management or related corporate services functions.

Knowledge:

- Knowledge of South Australian public finance, procurement and governance requirements.
- Knowledge of the structure, operations and service context of Legal Services.

- An understanding of Workplace Health and Safety and Equal Opportunity principles.
- Strong understanding of information security principles, risk management, and compliance frameworks.

DESIRABLE REQUIREMENTS

- Experience in the South Australian public sector or another complex public sector environment and or professional service delivery organisations in the private sector.
- Experience in legal assistance, justice, community services or a comparable service delivery environment.

Position Description Approval

Approved by:

A Lomden
Delegate

1 April 2026
Date