

Position Description



Position: Financial Controller
Classification Code: SM1
Division: Finance

POSITION DESCRIPTION

Summary of Role:

The Financial Controller is responsible for leading Legal Services' financial management, control and reporting functions. Reporting to the Chief Financial Officer (CFO), the role provides strategic and operational leadership to ensure the delivery of robust financial management practices, accurate and timely financial reporting, effective governance and compliance with accounting standards, Treasurer's Instructions, legislative requirements and organisational policies.

The Financial Controller responsible for the integrity of the financial control environment, including financial reporting, statutory financial statements, budgeting and forecasting, treasury and cash management, internal controls, risk mitigation and transactional finance functions. The role provides expert financial advice and decision support to the Executive, Directors, Commissioners and senior leaders.

In conjunction with the CFO, the Financial Controller plays a critical leadership role in driving finance transformation, continuous improvement and process optimisation initiatives across the organisation. Working closely with the CFO and Principal Finance Business Partner, the role strengthens financial capability, enhances systems, processes and controls, and ensures the finance function operates efficiently, effectively and in alignment with strategic and operational objectives.

Reports to: Chief Financial Officer (CFO)

Direct Reports:

- Financial Accountant
- Accounts Receivable Officer
- Finance Officer

Special Conditions:

The employee:

- may be required to undertake some out of hour's 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:

Leadership

- Provide leadership, direction, coaching and performance management to the finance team, fostering a culture of accountability, customer service and continuous improvement.
- Manage finance team resources to ensure efficient and effective delivery services aligned with organisational priorities.
- Lead and support workforce planning, capability development and succession planning within the finance function.
- Work closely with the CFO and provide leadership and decision-making support when required.

Financial Reporting and Compliance

- Lead the preparation and delivery of monthly and annual financial reporting to the Board, Executive and other key stakeholders.
- Lead the preparation of annual financial statements and associated disclosures to ensure they are in accordance with applicable accounting standards, Treasurer's Instructions and emerging financial reporting requirements.
- Coordinate and partner with external and internal auditors, ensuring the timely resolution of audit findings and recommendations.
- Oversee the maintenance of Legal Services' Financial Authorisations and Delegations.
- Provide technical accounting expertise, including review and application of accounting standards and provide input into technical accounting papers relating to revenue recognition, lease accounting, funding arrangements and statutory reporting obligations.
- Support the preparation of Board papers and strategic business cases and provide advice on the financial implications of legislative changes, government policy or funding arrangements.
- Liaise with government agencies, auditors, Treasury, the ATO and other regulatory bodies as required.

Budgeting, Forecasting and Performance Reporting

- Lead the development, coordination and monitoring of the organisation's annual budget forecast and long-term financial plans.
- Provide ongoing budgetary support, analysis and advice to Executive and managers.
- Monitor ongoing performance against budget and provide detailed analysis of financial variances, risks and opportunities.
- Monitor legal commitment budgets and provide advice regarding actual performance, future commitments and financial sustainability.
- Contribute to the establishment of a business partner model within the finance function by actively collaborating with leaders and stakeholders across the organisation.

Operational Financial Management

- Oversee the organisation's operational finance functions including accounts payable, accounts receivable, banking, treasury, and financial processing activities.
- Ensure prudent financial management of the Legal Services Fund and other relevant funds and investments.
- Ensure the prudent financial management of significant expenditure areas, including funding arrangements involving external practitioners and expensive criminal cases.
- Provide oversight of weekly vendor payment activities, revenue collection, expenditure processing, asset and trust accounting and general ledger integrity.
- Monitor cash flow and financial performance to support organisational objectives.

Financial Systems and Continuous Improvement

- Support the transformation of financial systems, including upgrades and transformation improvements.
- Partner with Information Services and business stakeholders to deliver system enhancements, integrations and process automation initiatives.
- Identify opportunities to improve financial reporting, data quality, workflows and financial management practices across Legal Services.

Procurement

- Partner with the Principal Procurement Advisor to ensure effective financial governance and control over procurement-related activities, including the adequacy of financial controls, delegations, expenditure monitoring, risk management and compliance assurance, while recognising the Principal Procurement Advisor's accountability for procurement strategy, sourcing, supplier management and operational procurement functions.
- Maintain oversight of the financial governance, control and assurance framework relating to procurement activities, ensuring appropriate financial controls, delegations, compliance monitoring and risk escalation processes are in place, while the Procurement Lead retains accountability for procurement strategy, sourcing activities, supplier relationships and operational procurement delivery.

General

- Actively support the professional development of staff wishing to further develop their professional skills including the provision of mentoring/coaching and providing training and development opportunities.
- Communicate effectively with persons from a wide range of backgrounds including differing socio-economic and cultural backgrounds.
- Pro-actively safeguard the health and wellbeing of staff by ensuring safe work practices are undertaken by self and others in the workplace by adopting appropriate management practices to manage legislative requirements of the *Work Health and Safety Act 2012*.
- Embrace and contribute towards diversity and cultural differences in the workplace by advocating equal employment opportunities and diversity in the workplace.
- Promote and maintain a commitment to cultural competence and an inclusive workplace in support of First Nations people and other underrepresented groups.
- Act in accordance with the Appropriate Workplace Behaviours Procedure at all times.
- Consistently influence others to achieve objectives, especially in times of change and difficult situations.

- Motivate others by encouraging them regularly to contribute to planning.
- Anticipating the drivers and obstacles to change and identify ways to build on or decrease their impact.
- Work within the legislative requirements of the *Legal Services Commission Act 1977*, *Fair Work Act 1994*, *Work Health and Safety Act 2012*, *Equal Opportunity Act 1984*, *Return to Work Act 2014 (SA)*, *Independent Commissioner Against Corruption Act 2012 (SA)*, *Public Interest Disclosure Act 2018* and other relevant Acts and Regulations.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Educational/Vocational Qualifications:

- An appropriate tertiary qualification in Accounting, Finance or Economics.

Personal Abilities/Aptitudes/Skills

- Proven ability to lead a team through significant change, increasing skills and knowledge to meet changing needs.
- 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 implementing accounting standards, lease accounting and complex revenue recognition arrangements.
- Experience supporting major business transformation and systems integration projects.
- Experience in preparing financial statements in accordance with funding agreements.
- Experience using financial management systems, accounting software and reporting tools, with advanced experience in Excel.

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.
- High-level knowledge of the South Australian Government Procurement Framework.

- 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