Candidate Information Pack

# EL1 Financial Accountant

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| Type of vacancy and duration | Ongoing, Non-ongoing (Temporary), Full-time, Part-time |
| Classification  | Executive Level 1 |
| Salary | Total remuneration of up to $133,076 ($107,804 to $115,318 plus 15.4% superannuation) |
| Location | Sydney |
| Contact officer for information | Brenton Attard, Acting Assistant Commissioner, Corporate and CFO 02 9284 9789  |
| Email applications to | jobs@oaic.gov.au |
| Closing date for applications | Sunday 11:59pm, 23 January 2022 |

## About the OAIC

The Office of the Australian Information Commission (OAIC) is an independent Commonwealth statutory agency within the Attorney-General’s portfolio. The OAIC integrates three key functions:

* privacy functions conferred by the *Privacy Act 1988* and other laws
* freedom of information functions, in particular oversight of the operation of the *Freedom of Information Act 1982* (the FOI Act) and review of decisions made by agencies and ministers under the FOI Act
* government information policy functions conferred on the Australian Information Commissioner under the *Australian Information Commissioner Act 2010*.

These three functions give the OAIC a unique perspective that comes from integrating the protection of personal information under the Privacy Act with the broader public interest in the free flow of information and with an individual’s right to access government information under the FOI Act.

## EL1 Financial Accountant, Corporate Branch

Working with the OAIC as part of a small and collaborative Corporate Services team, our ideal applicant is a Financial Accountant, with specific experience working within, and advising on matters pertaining to, the Commonwealth financial frameworks. You will be an experienced and highly motivated professional and:

* have demonstrated experience in the preparation of budgets, financial statements and reports
* possess excellent interpersonal skills, including the ability to work effectively in a small team and to engage with key stakeholders
* have the ability to manage competing priorities and work effectively to short timeframes
* have experience working with the SAP financial management system and the Central Budget Management System (CBMS).

Tertiary qualifications in accounting (or similar) are mandatory. While not essential, CPA Australia membership and/or ANZCA membership will also be highly regarded.

## Assignment of duties

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| Title | Financial Accountant |
| Reports to | Director, Corporate Services and CFO |

## Main responsibilities

We are looking for highly motivated individuals at the EL 1 level who enjoy working both independently and as part of a team. You will be responsible for:

1. Leading the annual financial statements preparation, reporting and audit processes.
2. Overseeing day-to-day financial operations including accounts payable, accounts receivable, treasury, taxation and credit card processes
3. Overseeing end of month financial processing, reconciliations and the preparation of internal and external monthly reports.
4. Assisting with internal and external budget processes.
5. Assisting the Chief Financial Officer to manage the Agency’s shared services arrangement with the Service Delivery Office.
6. Providing financial management and procurement advice to OAIC’s employees, managers and senior executives.
7. Assisting with OAIC’s procurement processes including Austender reporting and preparing purchase orders.
8. Drafting briefs and papers for Senate Estimates, Members meetings and Audit & Risk Committee meetings.
9. Other duties as required.

These duties are to be performed in accordance with the APS Code of Conduct and APS Values and Office policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the Office may re-assign the duties of an employee from time to time.

## Position location

This position is based in Sydney, however we encourage and consider applications from eligible members of the community who may be based interstate.

## Remuneration and benefits

Total remuneration package will include up to $133,076 ($107,804 to $115,318 plus 15.4% superannuation) dependent on your experience, skills and abilities.

The OAIC is committed to enabling its people to perform at their best and offers the following benefits:

* Opportunity to work at the cutting edge of privacy and data protection, paving the way for future career opportunities.
* Access to ongoing professional development, with a capability framework to guide skill enhancement.
* Genuine flexibility to help achieve a balance between work and home life.
* Additional paid leave over the Christmas to New Year period as well as access to other leave (e.g. for study or moving).
* Contribution to your wellbeing through subsidies for eye health, flu vaccinations and a wellbeing allowance.

Terms and conditions of employment are set out in [OAIC’s Enterprise Agreement 2016 to 2019](https://www.oaic.gov.au/about-us/our-corporate-information/key-documents/oaic-enterprise-agreement-20162019/). Remuneration is detailed in the [Commissioner’s 2019 Determination](https://www.oaic.gov.au/about-us/our-corporate-information/key-documents/public-service-office-of-the-australian-information-commissioner-non-ses-employees-determination-2019/), with salary progression based on annual assessments of performance and contribution.

## Eligibility

* Section 22 of the *Public Service Act 1999* requires that APS employees must be Australian citizens.
* There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.
* For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance.

## Selection criteria

In addition to meeting the eligibility criteria set out above, applicants will need to have:

1. Tertiary qualifications in accounting (or similar).
2. Demonstrated experience working within the Commonwealth financial frameworks, including preparation of financial statements, internal budgets, external budgets and monthly financial reporting.
3. Demonstrated experience in the use of SAP & CBMS, or similar systems.
4. Demonstrated technical knowledge and/or experience in financial accounting including experience in preparing complex financial statements in line with relevant frameworks
5. Sound judgement, forward thinking and impactful problem-solving skills to investigate issues and develop appropriate responses.
6. Excellent communication skills and demonstrated ability to build strong relationships with internal and external stakeholders to achieve a high level of trust and respect

*Highly desirable criteria*

* CPA or ANZCA membership.

## How to apply

Please complete the attached application sheet as part of your application.

You are asked to provide a covering letter of up to two pages explaining your interest and the skills and experience you will bring to the organisation and the position, having regard to the eligibility requirements, selection criteria and main responsibilities.

All items should be sent as one document, including your full resume, to: jobs@oaic.gov.au

For more information: visit <https://www.oaic.gov.au/about-us/join-our-team/>

If you are shortlisted, you will be contacted to arrange an interview. If you are not shortlisted, you will be informed by email. We are not usually able to provide feedback to candidates that are not shortlisted.

## Application sheet

Please complete this form to apply for a position with the Office of the Australian Information Commissioner.

Any personal information you provide is protected by the *Privacy Act 1988* and will be used for recruitment purposes only. You can view our [human resources privacy policy](https://www.oaic.gov.au/about-us/our-corporate-information/key-documents/human-resources-privacy-policy/) on our website.

### Vacancy details

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| Position  |
| Financial Accountant, EL1 |

### Personal details

|  |  |
| --- | --- |
| Title |  |
| Given name |  |
| Surname |  |
| Preferred name |  |

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Suburb |  |
| State |  |
| Postcode  |  |

### APS employment

If you are currently employed in the Australian Public Service (APS), please provide the following information:

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| --- | --- |
| APS employer | Response |
| Australian Government Service Number (AGS) |  |
| APS Classification |  |
| Employment status (ongoing or non-ongoing) |  |

### Eligibility

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| Requirement  | Response |
| Are you an Australian citizen? |  |
| Have you received a redundancy benefit, severance payment or similar benefit from an APS Agency or a non-APS Commonwealth employer within the last 12 months? |  |

### Accessibility adjustment of selection process

At times we may need to conduct a range of selection processes for example, preparing written work samples as well as an interview. Some assessment activities may be timed and/or could include reading from a computer screen or paper.

We understand that you may not wish to share information about your disability at this time, however the responses you provide will help us in making the selection process inclusive and give you the opportunity to request any necessary adjustments.

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| Adjustment  | Response |
| Are there any adjustments that you may require to the selection process? |  |
| If you do require adjustments to the selection process, please tell us what type of adjustments you require. |  |

### Submitting your application

When you are ready to submit your application, please send the following document (as one document) by email to jobs@oaic.gov.au:

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| --- | --- |
| I have included as one document | ✓ |
| Completed job application form |  |
| A covering letter of up to two pages explaining my interest, motivation and fit for the role, including the skills and experience I will bring to the organisation and the position(s) |  |
| My full resume |  |