

OFFICIAL



# Candidate Information Pack

FMIS Administrator/Accountant  
Level 4 – Level 6

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## Position details

Title	FMIS Administrator/Accountant
Classification	Level 4 – Level 6
Location	Canberra
Salary Range	\$97,148 - \$133,968
Contact	Recruitment Phone: (02) 6261 1849
Closing Date and Time	Please refer to the website

## About ASIS

The Australian Secret Intelligence Service (ASIS) is Australia's overseas intelligence collection agency. We are Australia's experts at collecting highly sensitive information – secret intelligence – from sources overseas to keep Australia and our region safe and prosperous.

Our work spans continents and cultures. As a tech-powered and data-driven organisation, we use covert techniques and cutting-edge technology to put us in the right rooms, next to the right people, with the right access to the intelligence we need. We are tasked to collect intelligence – it might be political, military or economic information – deliberately withheld from the Australian Government that might present threats to or opportunities for Australia.

From graduates to career changers, we come from every corner of the country and all walks of life, with backgrounds from all around the world.

Regardless of our ethnicity, experiences and education, we're bound by a shared commitment to something bigger: building a better future for those who come after us. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTQIA+.

It's a mission owned by everyone, with opportunities for all.

## The role

### FMIS: Systems Admin/Accountant

#### Role

As a Systems Administrator/Accountant in ASIS, you will be responsible for delivering high quality and effective support through the management of ASIS's Financial Management Information System (FMIS) . Your contribution will go towards ensuring the financial integrity of ASIS and its business groups. This will involve effective collaboration with team members and stakeholders, as well as ensuring compliance with all aspects of Australian legislative and regulatory requirements.

## Role responsibilities

#### Key responsibilities and tasks:

- As part of the FMIS team, contribute to the administration and Management of the FMIS with a focus on:
  - Financial Management and Reporting
  - Workflow Administration
  - Contract Management
  - Travel & Expenses
  - Budgeting and Reporting
  - Assets Management
- Assist in providing regular system support to a wide and geographically dispersed user base;
- Build strong relationships with internal/external stakeholders, including the provision of targeted training where required;
- Identify, analyse and develop solutions to new requirements;
- Identify, analyse and develop improvements to existing business processes;
- Maintain client/customer and internal/external stakeholder relationships;
- Supervise external consultants where required;
- Build subject matter expertise capability through exposure to team members, coaching, mentoring, on the job experience and relevant training.

## Core skills

### **Skills and Experience Required**

- Demonstrated experience in administering financial systems and associated tools (Technology 1 experience preferred);
- Level 5 and Level 6: demonstrated experience in financial accounting practices including financial processing and/or reporting;
- Level 6: demonstrated experience in reporting and Analytics with a focus on XLOne and Enterprise Budgeting.
- Well developed communication and liaison skills;

### **Skills and Experience Desirable *but not Essential***

- Broad knowledge of the SaaS ERP Tech1 suite of products/modules such as core financials including AP/AR/GL, Asset Accounting and Travel & Expenses.
- Level 6: Technology 1 Specific skills and accreditations relating to delivering systems design/development/configuration/implementation and automation.
- Qualifications in information technology, commerce, accounting, finance or related disciplines is highly regarded



## Benefits of working at ASIS

ASIS employees enjoy access to generous workplace terms and conditions. Benefits include but are not limited to:

- Competitive salary plus 15.4% superannuation
- A variety of leave options including 22 days paid annual leave per year
- Paid leave between Christmas and New Year
- Domestic Relocation assistance for new staff to Canberra
- Health and wellbeing initiatives
- Salary packaging arrangements
- Learning and development opportunities including access to study assistance
- A variety of support services including but not limited to Employee Assistance Program (EAP) and a Staff and Family Support Office.

Whilst ASIS officers are not able to work from home due to the classified nature of our work, staff have access to a range of flexible working arrangements. These include part time hours, condensed hours and/or flexible start/finish times to support other responsibilities.

ASIS conditions of service are similar to those applying for the Australian Public Service, for a full list of benefits and conditions see [asis.gov.au](http://asis.gov.au)

## Eligibility

To be eligible for a role you must:

- Be an Australian citizen
- Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance
- For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at [protectivesecurity.gov.au](http://protectivesecurity.gov.au), section 12 provides information on Eligibility and suitability

## How to apply

Click on "Apply Now" on our website on the role/s that you are applying for. You will be required to submit the following:

- Responses to the following questions: (maximum 500 words each)
  1. Which level are you applying for? What value will you bring to the role?
  2. Describe a time when you had to establish and maintain working relationships to achieve a goal? What steps did you take to ensure the relationships were cooperative and productive?
  3. Describe a situation where you analysed and resolved a financial issue on behalf of a client or stakeholder. How did you approach the issue and what was the outcome?
- A current CV, no more than 2 pages in length, outlining your employment history, academic qualifications and relevant training that you may have undertaken
- Details of two referees, which must include a current supervisor

Applicants are encouraged to consider the Integrated Leadership System (ILS) capabilities when preparing their application. For more information on the **ILS**, and tips for applying for jobs in Australian Public Service, please visit the APSC website found at [www.apsc.gov.au](http://www.apsc.gov.au).

**Important:**

If you are currently living overseas and wish to apply for a role with ASIS, please note that we cannot contact you until you return to Australia. Every part of the recruitment process, including contacting you, must be done while you are in Australia.

If you have no plans to return to Australia in the foreseeable future, we recommend you wait until you return before submitting an application.

## Reasonable adjustments

ASIS is committed to fostering a diverse and inclusive environment for candidates to participate in all stages of the selection process. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process and we will work with you to manage this throughout. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

## Recruitment process – what happens next

We thank all applicants for their interest in a role with ASIS. Please be advised that our selection process is rigorous and extensive and that we do not provide feedback to unsuccessful applicants.

**If you progress from application, you will receive an SMS requesting you to complete online testing – please ensure that you complete this testing or your application will not progress further.**

All selection process decisions are merit based and candidates must be prepared to undergo various selection stages throughout the process.

A merit pool will be established for candidates who are suitable for this round and will remain valid for 18 months.

