

Selection Documentation

Finance Officer and Resource Coordinator roles

Level 6

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respectful work environment. We encourage applications from Aboriginal and Torres Strait Islander People, women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

Level 6 Finance Officer Role

Level 6 Finance Officers will undertake complex financial tasks and exercise autonomy in managing a key area of responsibility (which may include supervisory responsibility). They may also be required to possess a specialist technical proficiency in a key area. They will work on tasks such as managing key stakeholder relationships; coordinating key financial reporting tasks (such as the month end process and budget reporting); leading and managing the delivery of financial training packages within the Service; resolving complex financial issues as they arise; and managing the workflow of a team.

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks for a L6 Finance Officer:

- Exercise autonomy and in-depth technical knowledge to deliver on key financial management tasks and projects (in areas such as management accounting, tax, financial statement preparation or asset management);
- Resolve complex financial management issues and queries as they arise with a high degree of autonomy;
- Contribute to the development of financial standards, policies, procedures, guidelines, technical financial capability and training;
- Anticipate and develop improvements to the internal control environment, including financial system controls;
- Establish, enhance and maintain effective client/customer and internal/external stakeholder relationships;
- Manage and contribute to reporting for key internal and external stakeholders and assist in formal reporting as required;
- Contribute to compliance, including risk management and mitigation; and
- Team leader responsibilities which may include; supervising and guiding team members, assisting in strategic planning, setting tasks, and managing workflows.

Level 6 Resource Coordinator role

As a Resource Coordinator in ASIS you will be responsible for delivering high quality and effective financial support to the organisation. 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.

Working closely with internal and external stakeholders you will contribute to a full range of timely corporate management functions including financial and budget management, resource management (including people and equipment) and general administrative management.

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks for a L6 Resource Coordinator:

- Assist SES and Executive Level staff to develop and manage internal budgets and resourcing levels (including staffing);
- Prepare regular and ad-hoc financial reports and costings for internal and external stakeholders;
- Provide expert advice and support to relevant personnel on accounting matters and policy;
- Provide analysis of financial results, including the identification of potential under/overspends and recommendations for possible solutions;
- Manage assets and coordination of resources;
- Assist management teams with the procurement activities;
- Assist with the ongoing contract management; and
- Contribute to the preparation of New Policy Proposals, ministerial submissions and briefings.

Education, qualification and experience requirements

The following education, qualifications and/or experience will be highly regarded:

- Tertiary Qualifications in financial management or equivalent experience;
- Demonstrated experience in providing excellent customer service;
- A proven track record in teamwork;
- Banking/accounts processing experience;
- Bookkeeping and/or experience in financial and/or travel processing;
- Experience in public or private sector financial accounting practices including financial statements, taxation, procurement and asset management;
- Excellent written, oral and interpersonal skills;
- Financial Management Information Systems (FMIS) experience;
- Understanding of financial management and/or Australian Government budgeting processes; and
- Demonstrated success in providing administrative support.

Selection Criteria

Candidates are not required to provide a separate written response to the ILS capabilities (below), however, candidates are encouraged to consider the capabilities in preparing their application, as each candidate will be assessed on their ability to demonstrate behaviours aligned to the capabilities for the position.

For more information on the ILS, tips on applying for jobs in the Public Service, go to the APSC website found at www.apsc.gov.au.

Shapes Strategic Thinking

- Supports shared purpose and direction;
- Thinks strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense.

Achieves Results

- Identifies and uses resources wisely;
- Applies and builds professional expertise;
- Responds positively to change; and
- Takes responsibility for managing work projects to achieve results.

Support Productive Working Relationships

- Nurtures internal and external relationships;
- Listens to, understands and recognises the needs of others;
- Values individual differences and diversity; and
- Shares learning and supports other.

Displays Personal Drive and Integrity

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Promotes and adopts a positive and balanced approach to work; and
- Demonstrates self-awareness and a commitment to personal development.

Communicates with Influence

- Communicates clearly;
- Listens, understands and adapts to audience; and
- Negotiates confidently.

Applicant Instructions:

To APPLY, please submit an application ONLINE via the website.

Candidates are required to provide responses to the following questions: (maximum 500 words each)

1. Which role 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 co-operative and productive?
3. Describe a situation where you analysed and resolved a complex financial issue on behalf of a client or stakeholder. How did you approach the issue and what was the outcome?

APPLICATIONS CLOSE: Monday, 22 August 2022

Extensions will not be granted – do not leave it until the last day to submit your application.

What Happens Next?

Please do not tell anyone about your application with our organisation at this stage of the process as doing so may harm your suitability for employment with us.

You may be contacted via SMS regarding the next stage of the process.

A merit list will be established for candidates who are suitable and will remain valid for a period of 12 months.

We thank you for the time and effort you have put into your application; however we are unfortunately unable to provide feedback to unsuccessful candidates.