

# Selection Documentation

## Finance Officer

### Level 4

**\$83,791 - \$87,406 plus superannuation**

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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.

### Role Summary

As part of the specialist ASIS Finance team, you will provide essential and timely financial management support to ASIS functions, and assist in ensuring ASIS meets its statutory reporting and financial compliance obligations.

As a L4 Finance Officer you will be part of a team and undertake tasks of a moderate level of complexity, under the general direction from senior finance staff. You will work on tasks such as processing and management of financial transactions; production and management of regular financial reporting tasks; performing financial research and analysis; and manage stakeholder queries regarding financial policy (such as travel, accounts payable/receivable, fleet management and procurement policy).

To be successful in these roles, you will need strong attention to detail, excellent people and customer service skills including the ability to communicate with others clearly and concisely. You will stay calm under pressure and have a proven track record in time management, organisation and IT skills.

### Key Responsibilities and Tasks

Outlined below are the key areas of responsibility for the Finance Officer:

- Work under general direction as part of a team to process financial transactions and manage travel.
- Apply financial knowledge to provide a service focused on organisational outcomes.
- Have responsibility for a financial management activity (could include travel, accounts payable/receivable, fleet management or procurement).
- Monitor and manage electronic workflow within the Financial Management Information System.
- Maintain client/customer and internal/external stakeholder relationships and provide advice on financial matters.
- Build subject matter expertise capability through exposure to team members, coaching, mentoring, on the job experience and relevant training.
- Contribute to compliance including risk management and mitigation.

## Core Skills

The following is an overview of the skills required to succeed in the role:

- Strong attention to detail and time management skills.
- The ability to work within a team, meeting team goals and deadlines.
- Demonstrated experience in providing excellent customer service.
- Experience in using Microsoft software or database applications.

## Education, qualification and experience requirements

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

- Banking/accounts processing experience.
- Bookkeeping and/or experience in financial and/or travel processing.
- Relevant qualifications in commerce/banking/finance (desired not essential)

## Capabilities

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](http://www.apsc.gov.au).

### Supports Strategic Direction

- 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 others.

## **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.

## **Job Specific Requirements**

- Demonstrated experience and education relevant to the role.

## **Applicant Instructions:**

To apply, complete the online application form. You will be required to provide answers to the questions below (maximum 500 words each) and also provide a current resume which includes previous employment and educational qualifications.

1. Describe what motivates you to apply for this position and the skills you would bring to the role.
2. Describe a task or project you have worked on where attention to detail was highly important. What methods did you use to control the errors in your work?
3. Describe an example of when you have had to respond to a complex query related to a process/procedure. How did you go about resolving the query? What made it complex?

**APPLICATIONS CLOSE: Please refer to the website.**

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## **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 or phone call 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.