

Selection Documentation

Finance Officer roles

Level 5

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 5 Finance Officer Role

Level 5 Finance Officers will be part of a team and work with others to undertake complex financial tasks under limited direction from senior finance staff. They will exercise discretion and sound independent judgement in providing advice to stakeholders within their specific areas of responsibility. They will work on financial reconciliations (for example bank reconciliations); undertaking critical review of financial transactions to ensure the integrity of financial data; undertaking analysis of budget information; assist in the preparation of financial reports and end of month activities; administering finance policy and procedures; providing technical support and assistance to the ongoing development of the Service's financial management information system.

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks for a L5 Finance Officer:

- Work under limited supervision as part of a team to provide high quality, timely financial management support in an area of expertise. (e.g. management accounting, asset management, systems accounting, treasury and banking).
- Exercise sound subject matter knowledge and judgement to make independent decisions and interpret financial policy as governed by the application of rules, regulations, best practice principles and procedures.
- Pursue, develop and maintain effective client/customer and internal/external stakeholder relationships and provide advice on complex financial matters.
- Administer financial management policies and procedures and undertake financial reconciliations.
- Maintain awareness of financial standards, guidelines and techniques.
- Assist in the support, development and improvement of the internal financial control environment (including financial system controls).
- 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.

- Contribute to reporting for key internal and external stakeholders and assist in formal reporting as required.

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. Describe a time when you had to solve a problem with a customer or client where had to apply the finance policy or policies of your employer. How did you approach the issue and what was the outcome?
2. Describe a time when you were in a team setting working on a common objective. What was your contribution and what skills did you apply in making your contribution?

APPLICATIONS CLOSE: Monday, 22 August 2022

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.