

Selection Documentation

Financial Assets, Procurement and Tax Managers

Executive Level 1

(Salary range: \$145,137 to \$169,572)

ABOUT US

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 is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. 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 LGBTIQ+.

WHAT WE OFFER

- A competitive salary
- A career with a difference making a direct contribution to Australia's national security
- A unique working environment where the work is stimulating and our people matter
- Ongoing training and personal development opportunities
- Ongoing employment with opportunity for part-time or flexible work hours
- Generous leave provisions

This role is office based in Canberra.

Role - Executive Level 1 Financial Assets, Procurement and Tax Managers

As a Financial Assets, Tax or Procurement Manager 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.

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

1. Manage one of the following technical areas of responsibility:
 - Asset management;
 - Contribution to the annual financial statements;
 - Contribution to internal and budget management reporting;
 - Manage enterprise asset stocktakes, reconciliations and reviews;
 - Provide technical accounting and policy advice on asset management;
 - Financial governance;
 - Ensure all regulatory and reporting obligations are met as required; and
 - Internal oversight of financial aspects of activities and projects.
 - Procurement manager;
 - Procurement and contract management advisory;
 - Ensuring relevant procurement policies and rules are adhered to;
 - Lead, manage and guide team to provide high quality procurement support to the Service;
 - Exercise autonomy, leverage individual and team subject matter expertise and in-depth technical knowledge to deliver effective contractual agreements.
 - Use expertise, good judgement and knowledge of the organisation, branch, role and functions to anticipate and develop key improvements, troubleshoot and problem solve.
 - Maintain awareness of longer term strategic, political or operational outcomes and the work area impact.
 - Develop subject matter expertise by engaging with relevant industry/academic bodies, contributing to the development of procurement standards, policies, procedures, guidelines, technical capability and training, to ensure currency of knowledge and to enable analytical collaboration and cooperation.
 - Taxation;
 - Lead and manage the team;
 - Prepare tax lodgements i.e. FBT and GST;
 - Conduct research and provide technical tax advice as directed; and
 - Manage working relationships with relevant stakeholders.
2. Develop, implement and review relevant asset management and procurement policies.
3. Provide strategic and tactical asset management or procurement advice to clients and stakeholders.
4. Develop and maintain significant customer and stakeholder relationships.
5. Capability development and management of high performing professionals.
6. Assist in managing section resources, including people, finance and equipment, as required.

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

- Demonstrated experience in public or private sector financial accounting practices;
- Expert knowledge of financial management best practice;
- Excellent oral and written communication skills; and
- Member, or working towards membership, of Institute of Chartered Accountants or Certified Practising Accountants or equivalent.

We are dedicated to building a diverse and inclusive workforce, so if you are excited about this role but your past experience doesn't align perfectly, we encourage you to apply.

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.

Shapes strategic direction

- Inspires a sense of purpose and direction;
- Focuses strategically;
- Harnesses information and opportunities; and
- Shows judgment, intelligence and common sense

Achieves Results:

- Builds organisational capability and responsiveness;
- Marshals professional expertise;
- Steers and implements change and deals with uncertainty; and
- Ensures closure and delivers on intended results.

Cultivates Productive Working Relationships

- Nurtures internal and external relationships;
- Facilitates co-operation and partnerships;
- Values individual differences and diversity; and
- Guides, mentors and develops people.

Exemplifies Personal Drive and Integrity

- Demonstrates public service professionalism and probity;
- Engages with risk and shows personal courage;
- Commits to action;
- Displays resilience; and
- Demonstrates self-awareness and a commitment to personal development.

Communicates with Influence

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

Job Specific Requirements

- Demonstrated experience and education relevant to the role.

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 your experience in providing assets, tax or procurement management services where you resolved a complex problem for a customer. How did you analyse the problem and what steps did you take to solve it?
3. Describe a situation where you had dealings with internal and external stakeholders which required the management of competing priorities and challenging relationships. How did you handle this and what outcomes did you achieve?

APPLICATIONS CLOSE: Please refer to website

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

WHAT HAPPENS NEXT?

You may receive a SMS requesting you to complete online testing. Please ensure you complete this as your application will not be progressed otherwise.

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.

A merit pool will be established for candidates who are suitable and will remain valid for a period of 18 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.