

Selection Documentation

Finance and Procurement Officer roles

Level 5

(Salary range: \$105,013 to \$113,141)

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.

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.

Level 5 Procurement Officer Role

As part of a specialist team, the Level 5 procurement Officer will provide technical advice and outcomes in areas including industry outreach, procurement and contract management. They will play a lead role in ensuring ASIS meets all necessary statutory reporting and financial compliance obligations.

The Level 5 Procurement Officer will be part of a team and undertake tasks of an intermediate level of complexity, under limited direction from senior staff. They will exercise discretion and sound independent judgement in providing advice to stakeholders in relation to contracts, procurement policy and purchasing. They are accountable for organising their workflow and making independent decisions relating to contracts, procurement and purchasing. They will provide advice based on value for money, relevant policy and legislation.

Key Responsibilities and Tasks

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

1. Work under limited supervision as part of a team to provide intermediate technical advice and outcomes for internal customers and external suppliers, in accordance with best practice and relevant policy and guidelines.
2. As part of a team, make effective contributions to team capabilities and provide service focused outcomes. An example would include secretariat leadership in a procurement evaluation or support to an industry briefing.
3. Contribute to compliance including risk management and mitigation. An example would include preparing and executing probity and conflict of interest tasks.
4. Preparing reports data for key internal and external stakeholders and assist in formal reporting as required.
5. Be accountable for organising workflow and the completion of allocated tasks within contracts, procurement policy and purchasing. An example would include allocating and managing allocated tasks in the procurement workflow management system.
6. Provide sound advice and recommendations on issues relevant to your team and/or branch and advise on written policies and procedures. This includes providing updates at daily 'stand-ups'.
7. Build subject matter expertise capability through exposure to team members, on the job experience and relevant training.
8. Maintain an up to date best practice knowledge of your relevant subject area, policies, procedures and practices and ensure all action taken and advice given is aligned.
9. Build and maintain client/customer and internal/external stakeholder relationships and provide advice on moderately complex matters.

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 solve a finance or procurement problem with a customer or client where you had to apply the policies and procedures of your employer. How did you approach the issue and what was the outcome?
3. 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: 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.