

# **Selection Documentation**

## **FMIS – Systems Accountants**

### **Level 5 to Executive Level 1**

#### **(Salary range: \$101,169 to \$163,364)**

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#### **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 - Level 5 to Executive Level 1 FMIS – Systems Accountants**

As the Systems Accountant in ASIS you will be responsible for delivering high quality and effective support through the management of ASIS's Financial Management Information System (FMIS). 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:

Manage one or more of the following areas of responsibility:

1. Management of TechnologyOne modules with a focus on:
  - o Financial Management and Reporting
  - o Business Process Automation including Workflows, DocOne and ETLs
  - o Supply Chain Management with a focus on Contract Management
  - o Travel & Expenses
2. Assist in providing regular system support to a wide and geographically dispersed user base;
3. Build strong relationships with internal clients, including the provision of targeted training where required;
4. Identify, analyse and develop solutions to new requirements;
5. Identify, analyse and develop improvements to existing business processes;
6. Supervise external consultants where required;
7. Coordinate and manage TechnologyOne's CiAnywhere offering on deployment of new patches and version upgrades for enhanced functionality.

## Skills and Experience Required

- Demonstrated experience in administering financial systems and associated tools (Technology One experience preferred);
- Demonstrated experience in financial accounting practices including financial processing and/or reporting;
- Demonstrated experience in reporting and Analytics with a focus on ETLs, XLOne, DocOne and Enterprise Budgeting.
- Well developed communication and liaison skills;
- Qualifications in Information Technology, Commerce, Accounting, Finance or related disciplines highly regarded.

## 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).

### Shapes strategic direction

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

### 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 a one page pitch (maximum 750 words) outlining your skills and experience relevant to the role along with a detailed resume.

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**APPLICATIONS CLOSE:** Please refer to website

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### **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.

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### **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.