

Selection Documentation

Finance, Budgets and Procurement Officer roles

Level 6

(Salary range: \$116,245 to \$133,968)

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.

The key duties of the position include:

Level 6 Finance Officer Role

Level 6 Finance Officers will undertake complex financial tasks and exercise autonomy in managing a key area of responsibility (which may include supervisory responsibility). They may also be required to possess a specialist technical proficiency in a key area. They will work on tasks such as managing key stakeholder relationships; coordinating key financial reporting tasks (such as the month end process and budget reporting); leading and managing the delivery of financial training packages within the Service; resolving complex financial issues as they arise; and managing the workflow of a team.

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks for a L6 Finance Officer:

- Exercise autonomy and in-depth technical knowledge to deliver on key financial management tasks and projects (in areas such as management accounting, tax, financial statement preparation or asset management);
- Resolve complex financial management issues and queries as they arise with a high degree of autonomy;
- Contribute to the development of financial standards, policies, procedures, guidelines, technical financial capability and training;
- Anticipate and develop improvements to the internal control environment, including financial system controls;
- Establish, enhance and maintain effective client/customer and internal/external stakeholder relationships;
- Manage and contribute to reporting for key internal and external stakeholders and assist in formal reporting as required;
- Contribute to compliance, including risk management and mitigation; and
- Team leader responsibilities which may include; supervising and guiding team members, assisting in strategic planning, setting tasks, and managing workflows.

Level 6 Procurement Officer role

The Level 6 Procurement Officer will be part of a procurement team and be responsible for undertaking work that is complex in nature and ensuring ASIS meets all necessary statutory reporting and financial compliance obligations. They manage and guide others and exercise autonomy in managing a key area of responsibility within procurement. They also need to be able to understand and contribute to related upstream (industry engagement) and downstream (contract execution) functions, make decisions about work priorities with limited support, interact with (and sometimes educate / influence) diverse internal and external stakeholders, and support the employee career growth and empowerment of new employees.

The Level 6 Officer will exercise judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed technical, professional and/or policy advice in relation to complex problems and may assist in strategic planning, program and project management and policy development. This role may also have team leader and resource management responsibilities.

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks for a Level 6 Procurement Officer:

- Work as part of a team to make decisions and provide advice and support to operational and non-operational staff and managers, in accordance with best practice and relevant policies and guidelines.
- As part of a team, manage and make effective use of individual and team capabilities to provide a specialist service focused on operational outcomes.
- Team leader responsibilities may include supervising and guiding procurement team members, assisting with planning, setting tasks and priorities and managing workflows, and assisting building team capability through coaching, performance feedback and encouraging career development.
- Contribute to procurement policy compliance, including commercial risk management and mitigation.
- Responsible for the delivery of complex procurements in line with agreed outcomes.
- 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.

Level 6 Budget Officer role

The Level 6 Budget Officer will be part of a financial management and planning team and is responsible for undertaking work that will help ASIS leadership make budgetary and resource allocation decisions. The role will involve both internal and external budgeting activities, in addition to liaison with key internal stakeholders as well as Department of Finance.

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks for a Level 6 Budget Officer:

- Work as part of a team to prepare resource allocation reports and contribute to entity strategic planning.
- As part of a team, manage and make effective use of individual and team capabilities to provide a specialist service focused on costings, forecasts and expenditure monitoring.
- Team leader responsibilities may include supervising and guiding budget team members, assisting with planning, setting tasks and priorities and managing workflows, and assisting building team capability through coaching, performance feedback and encouraging career development.
- Contribute to policy compliance, including the Department of Finance's Budget Process Operational Rules.
- Engagement with stakeholders of all levels where to advance program and project management activities, and policy development.

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 and procurement practices including financial statements, taxation, procurement, contract 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 establish and maintain working relationships to achieve a goal? What steps did you take to ensure the relationships were co-operative and productive?
3. Describe a situation where you analysed and resolved a complex financial issue on behalf of a client or stakeholder. How did you approach the issue and what was the outcome?

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.