

Payroll and Financial Services Officer – APS4

Position Details

Job Reference Number	10136	Title	Payroll and Financial Services Officer
Classification	APS4	Division/ Branch	Corporate Services Branch
Status	Ongoing/Non-ongoing	Section	Financial Management
Salary Range	\$64,360 - \$70,528	Location	National Office, ACT
Contact Person	Megan Parle	Contact Number	(02) 6271 4565
Date Applications Open	30 January 2018	Date Applications Close	13 February 2018

Agency Purpose

The Australian Electoral Commission (AEC) is an independent statutory authority established by the Australian Government to maintain an impartial and independent electoral system for eligible voters through active electoral roll management, efficient delivery of polling services, and targeted education and public awareness programs.



The AEC's values and commitments

The AEC values and commitments are an essential component of our operating environment and frame how AEC staff work. The AEC's focus is on electoral integrity through the values of **quality**, **agility** and **professionalism**.

Locations

The AEC is geographically diverse with a [National Office](#) in Canberra, a [State Office](#) in each state capital and a Northern Territory Office in Darwin. Each state is divided into electoral divisions (there are 150 across Australia), which may alter in accordance with changes to the distribution of electoral boundaries.

Work Environment

The Corporate Services Branch (CSB) is responsible for providing a broad range of services to support the strategic focus of the AEC and the work undertaken across the AEC and its implementation in the business environment. It does this by partnering with senior managers across

the network providing advice and practical assistance to progress organisation-wide change initiatives and to support electoral events.

CSB has approximately 65 staff over five sections; People, Security and Integrity, People Services, Election Workforce and Systems , CFO and Resource Management and Financial Management, within which the vacancy sits. The People, Security and Integrity Section includes Security, People and Place (ASA), IT Security – Systems and Operations (ITSA) and People, Performance and Integrity.

The AEC is committed to the APS values of being impartial, committed to service, accountable, respectful and ethical.

Job Summary

The Payroll and Financial Services Officer is required to undertake the day to day processing of financial and/or payroll transactions as well as answer financial and/or payroll queries from both internal and external stakeholders. This includes accounts payable, accounts receivable, travel, timesheets and other payroll related entitlements and allowances. The Payroll and Financial Services Officer will deliver high quality financial, travel and payroll services to the AEC.

This role reports to the Payroll and Financial Services Team Leader.

What we can offer the successful candidate

- Positive team culture that values initiative and commitment
- Become an integral member of the APS
- Competitive salary with 15.4% super

Duties

The Payroll and Financial Services officer will be required to perform the following duties:

1. Day to day payroll and accounts payable/receivable processing in accordance with strict deadlines.
2. Calculating entitlements for AEC staff, including commencements and cessations.
3. Interpreting and providing advice to staff on salaries and related entitlements, leave and general conditions of service in line with the AEC Enterprise Agreement and related legislation, policies and procedures.
4. Produce and maintain records associated with financial and payroll processing.
5. Interpreting and providing advice to staff on travel entitlements in line with related legislation, policy and procedures.

6. Interpreting and providing advice to staff on financial processing and payments in line with related legislation, policy and procedures.
7. Undertake general administrative duties associated with the provision of payroll and financial services to the AEC.
8. Work collaboratively with internal and external stakeholders.
9. Participate as a constructive team member to deliver ongoing improvements, quality of service and professional practices and standards.
10. Obtain subject matter expertise through ongoing development and learning opportunities.
11. Contribute to and implement improved operational practices, procedures and guidelines.
12. Contribute to election preparation and delivery activities in accordance with the election readiness framework, according to individual accountabilities and responsibilities.
13. Perform additional duties or assume responsibility of functions as directed by the Executive from time to time.

Additional responsibilities during an Electoral Event

- Support Programme and project areas where required

Key organisational accountabilities

- Adherence to the:
 - APS Values and Code of Conduct;
 - AEC Values and Commitments; and
 - Ballot Paper Principles.
- 1. Maintain currency and validity of essential qualifications, which may include mandatory continuing professional development.
- 2. Complete learning and development relevant to the role or classification as required or directed, from time to time. Ensure your team are given the opportunity and complete relevant learning and development opportunities.
- 3. Be familiar with, abide by and promote all AEC work health and safety frameworks, policies and procedures, including but not limited to:
 - Health, Safety and Wellbeing Policy;
 - WHS Due Diligence Framework;
 - Fatigue Management and Prevention Policy; and
 - Rehabilitation management system (RMS).

- Abide by and promote the:
 - Commonwealth Employment Framework;
 - Commonwealth Resource Management Framework;
 - Commonwealth Procurement Framework; and
 - AEC related frameworks, instructions, policies and procedures.
- Ensure your staff have individual performance plans in place.

Key relationships/stakeholders – internal and external

Internal

People Services Section
Industrial Relations Team
Election Workforce and Systems Team
People Security and Integrity Team
CFO and Resource Management Section
All Staff

External

External Creditors/ Debtors
Comcare
Commonwealth Superannuation Corporation
Individual Superannuation Funds
Department of Finance
APSC
Remuneration Tribunal
Other APS Agencies

Delegations

This position may have powers or functions conferred by the Australian Electoral Commission or the Electoral Commissioner under legislation or instrument.

This may include but is not limited to the *Commonwealth Electoral Act 1918 (Cth)*, *Public Governance, Performance and Accountability Act 2013 (Cth)*, *Public Service Act 1999 (Cth)*, *Work, Health and Safety Act 2011 (Cth)* and AEC Enterprise Agreement 2016-19.

Politically Sensitive Position

Any person who is, and is seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.

Security Requirement

- Baseline
- Character clearance, including police check

Selection Criteria

Applicants are asked to frame their statement of claims around the selection criteria headings – it is not necessary to address each individual dot point.

Supports strategic direction

- Understands and supports the AEC's vision, mission and business objectives.
- Understands the work environment and contributes to team goals.
- Harnesses information and opportunities.

Achieves results

- Commits to achieving quality outcomes and adheres to established procedures.
- Takes responsibility for managing own workloads and responds positively and flexibly to change particularly during times of pressure and electoral events.

Supports productive working relationships

- Builds and sustains positive relationships with team members and customers.
- Shares information and works collaboratively with team members.
- Values individual differences and diversity.

Displays personal drive and integrity

- Operates professionally, ethically and with integrity.
- Adhere to the behaviours required by the APS Values, APS Code of Conduct and the AEC's Leadership Values.
- Takes personal responsibility for accurate completion of work.
- Remains positive and responds to pressure in a calm manner.

Communicates with influence

- Presents information in a clear and articulate manner.
- Listens, considers different ideas and discusses issues thoughtfully.
- Negotiates confidently.
- A clear understanding of key issues and resolves issues promptly

Essential

Qualifications, Skills and Experience

Mandatory

- Demonstrated sound knowledge of payroll and general HR practices, procedures, operations and legislation in the public sector.
- Demonstrated knowledge of accounts payable, receivable and travel processing.
- Demonstrated understanding of, and commitment to, providing client focussed services in a processing environment.
- Demonstrated high level of integrity, accuracy and impartiality in carrying out the role.
- Well-developed organisational and time management skills and the ability to complete tasks within tight deadlines.
- Well-developed interpersonal skills, oral and written communication skills including the ability to provide advice to stakeholders regarding public sector operations and legislation.
- Ability to work effectively in a team environment.
- An ability to show initiative, good judgement and be able to multi task while achieving results.

Desirable

- Previous knowledge and experience working with the Great Plains Financial Management Information System (FMIS) and the Aurion Human Resource Management Information System (HRMIS).
- Knowledge of or ability to gain knowledge of Australian electoral law and practice.

Order of Merit

An order of merit may be created and utilised within 12 months from the position being advertised.

How to apply

All applications must be submitted online at: <http://www.aec.gov.au/employment/> prior to the closing date.

Your application must include the following:

- An up to date resume
- A candidate coversheet
- A two page statement of claims addressing the selection criteria