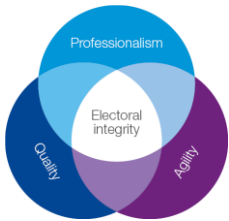


Senior Financial Disclosure Officer, APS6

Position Details

Job Reference Number	633	Title	Senior Financial Disclosure Officer
Classification	APS6	Division/ Branch	Disclosure, Assurance and Engagement Branch
Status	Full Time, Ongoing	Section	Disclosure and Compliance
Salary Range	\$79,460 - \$89,059	Location	National Office, ACT
Contact Person	Val Turner	Contact Number	6271 4402
Date Applications Open	9 February 2018	Date Applications Close	23 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 Disclosure and Compliance Team is responsible for administering Part XX of the *Commonwealth Electoral Act 1918* (Electoral Act) and is located in National Office in Canberra. The team manage the financial disclosure of receipts and expenditure of political parties and others involved in making donations or political expenditure, a compliance program to provide a level of confidence in the

financial disclosures and the provision of election funding to candidates and political parties. These functions are critical to maintaining the integrity of the electoral system.

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

Job Summary

The Senior Financial Disclosure Officer supports the Assistant Director, Disclosure in the day to day management of matters relating to Part XX of the Electoral Act within the Disclosure and Compliance Team of the Disclosure, Assurance and Engagement Branch, including participating in section planning for short term tasks and contributing to strategic planning for longer term initiatives. The Commonwealth funding and disclosure scheme established under Part XX of the Electoral Act deals with the public funding of federal election campaigns and the disclosure of detailed financial information.

The disclosure scheme was introduced to increase overall transparency and inform the public about the financial dealings of political parties, candidates and others involved in the electoral process.

The role is responsible for undertaking work that is moderately complex to complex and/or sensitive in nature, under limited direction, utilising expertise and knowledge within the area of disclosure.

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

1. As part of a team, apply judgement and knowledge in interpreting and applying the relevant legislation, guidelines and procedures to:
 - a. manage the disclosure process, including analysis of financial returns
 - b. manage the day to day maintenance and development of IT systems supporting funding and disclosure functions
 - c. draft briefings, reports and correspondence
 - d. undertake analysis and research as directed.
2. Engage positively with internal and external stakeholders including political parties, associated entities, donors, third parties and candidates.
3. Work collaboratively with the Party Registration Team and provide support to the Party Registration Team as required.
4. Provide analysis on complex issues and contribute to the management, preparation and coordination of policy formulation and/or project management.
5. May be required to supervise a team to ensure high quality outputs, including the

development of team members at lower classifications, building team capacity and encouraging career development.

6. Develop and support key internal and external relationships, including managing stakeholders to achieve work area and agency goals. In addition, represent the agency by promoting its interests in various forums.
7. Provide accurate specialist advice, guidance and reporting on team functional responsibilities.
8. Make and communicate decisions using good judgement, expertise and knowledge, governed by legislation, regulations, best practice principles or relevant operating instructions and procedures.
9. Contribute to doctrine, election preparation and delivery activities in accordance with the election readiness framework, according to individual accountabilities and responsibilities.
10. Perform additional duties or assume responsibility of functions as directed from time to time.

Additional responsibilities during an Electoral Event

- Receipt and management of candidate and Senate group agent forms.
- Provide support to agents, candidates and Senate groups with regards to disclosure obligations.

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

This position is a position of trust. The occupant must be able to obtain and maintain a baseline level security clearance, or hold a current security clearance of an appropriate level.

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.

The AEC uses the Integrated Leadership System (ILS) as defined by the Australian Public Service Commission, for selection of staff at this level. Further information relating to the leadership capabilities for this position can be found at <http://www.apsc.gov.au/learn/frameworks-and-guidelines/ils>.

Essential

Supports/Shapes strategic direction

- Identifies broader factors, trends and influences that may impact on the team's work objectives.
- Undertakes objective, systematic analysis and draws accurate conclusions based on evidence.

Achieves results

- Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes.
- Responds in a positive and flexible manner to change and uncertainty, sharing information with others and encourages cooperation in coping with change.

Communicates with influence

- Selects the most appropriate medium for conveying information, and structures written and oral communication to ensure clarity.
- Listens carefully to others and checks to ensure their views have been understood.

Supports productive working relationships

- Builds and sustains positive relationships with team members, colleagues, stakeholders and clients, providing courteous, prompt and professional service.
- Operates as an effective member of the team, working collaboratively, sharing information, skills and experience with other team members.
- Recognises the different working styles of individuals, and factors this into the management of people and tasks.

Displays personal drive and integrity

- Adopts a principled approach and adheres to the APS Values and Code of Conduct, consistently behaving in an honest, ethical and professional way.
- Challenges issues constructively, and justifies own position when challenged.
- Remains positive and responds to pressure in a calm manner.

Desirable

- Demonstrated ability to interpret and administer legislation.

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.