

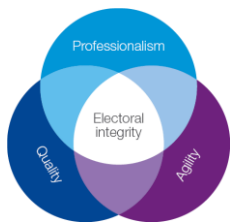
# Assistant Director, Financial Management (Projects), EL 1

## Position Details

|                               |                      |                                |   |
|-------------------------------|----------------------|--------------------------------|---|
| <b>Job Reference Number</b>   | 446                  | <b>Title</b>                   | Assistant Director, Financial Management (Projects) |
| <b>Classification</b>         | EL1                  | <b>Division/ Branch</b>        | Finance and Business Services                       |
| <b>Status</b>                 | Ongoing, Full Time   | <b>Section</b>                 | Financial Management                                |
| <b>Salary Range</b>           | \$97,287 - \$109,632 | <b>Location</b>                | Canberra, ACT                                       |
| <b>Contact Person</b>         | Erin Clark           | <b>Contact Number</b>          | 02 6271 4476  |
| <b>Date Applications Open</b> | 20 July 2017         | <b>Date Applications Close</b> | 03 August 2017                                      |

## 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 and a [State Office](#) in each state capital. 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 Finance and Business Services Branch (FaBS) delivers financial and business support services to the AEC. As part of this Branch the Financial Management Section is responsible for ensuring that the AEC's financial resources are managed and controlled so that the AEC can meet its objectives.

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

## Job Summary

The successful applicant will have responsibility across a broad range of financial management functions, with a particular focus on supporting procurement activities and project managers in the financial management of their projects. This role is a pivotal part of the support that the Financial Management team provides to the broader agency.

## Our Ideal Candidate

The ideal candidate will be a self-starter with a strong background in management accounting. While being part of the Financial Management team they will be required to work closely with other sections of the AEC, including the project management office and the procurement team on joint areas of responsibility. They will be able to work closely with various stakeholders and have extensive experience in process design, documentation and implementation. They will be able to juggle multiple demands and have a keen ability for translating financial information and assisting project managers in understanding the financial requirements for managing their projects.

## What we can offer the successful candidate

The opportunity exists for someone who enjoys working autonomously and is challenged by the opportunity to establish new processes for supporting the agency. You will have the opportunity to work closely with staff across the whole agency including Senior Executives.

## Duties

- 1) Work with the Project Management Office to support project managers in the financial management of projects.
- 2) Work with the procurement team to support the agency in the financial aspects of procurement.
- 3) Be responsible for financial asset management within the AEC.
- 4) Support all aspects of financial management including financial and management accounting, internal budgeting, external budgeting, and PGPA compliance.
- 5) Continually assess and improve the AEC's approach to financial management issues and implement effective solutions – policy, practices and procedures.
- 6) Represent the AEC at external forums and meetings.
- 7) Undertake, lead and direct project work as required.
- 8) As a supervisor, manage health and safety issues for your area as required under the AEC Health and Safety Agreement.
- 9) Other tasks as required.

## 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.

## Essential

### Shapes strategic direction

- translates strategy into operational goals and creates a shared sense of purpose within the business unit
- understands the organisation's objectives and links between the business unit and organisation;
- undertakes objective, critical analysis of business issues;
- explores possibilities and initiates creative solutions.

### Achieves results

- demonstrated knowledge and experience in external and internal budgeting, and financial reporting, including current knowledge of accounting standards and the Commonwealth's Financial Framework and Australian Taxation requirements;
- responds flexibly to changing demands;
- provides leadership and direction to achieve specific goals within set timeframes;
- delivers expected outputs.

### Supports/Cultivates productive working relationships

- builds and sustains positive relationships with a network of key people, both internally and externally;
- engages with stakeholders and clients at different levels across the organisation;
- motivates and builds productive, dynamic teams;
- creates and maintains a positive work environment.

### Displays personal drive and integrity

- operates professionally, ethically and with integrity, and responds to pressures in a controlled and constructive manner;
- accepts responsibility and accountability, and challenges important issues constructively.

### Communicates with influence

- approaches negotiations with a strong grasp of the key issues;

- anticipates and responds to information requirements;
- uses high quality written and verbal communication;
- effectively uses a variety of communication channels.

## Desirable

Tertiary qualifications in accounting, project management or similar.

## Order of Merit

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

## How to apply

As part of your application you will need to provide:

- your current resume
- a candidate coversheet stating the names and contact details of at least two referees, one of whom should be a current supervisor.
- a (maximum) two page submission describing how your skills, knowledge, experience and qualifications would make you suitable for this role and meet the selection criteria.
- Please ensure you refer to the work level standards and integrated leadership system (ILS). Your response should include recent relevant examples and achievements, and demonstrates your abilities at the appropriate ILS level. Your response should be sufficiently comprehensive to assist the Selection Panel in assessing your skills, abilities and experience for the role.

Apply online at: <http://www.aec.gov.au/employment/>