



Australian Government

Office of Parliamentary Counsel

Candidate Information Pack

APS 5 - Finance Officer



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Office of Parliamentary Counsel



Title:	Finance Officer
Classification:	APS 5
Employment Type:	Ongoing/Full time
Duration:	Permanent
Position:	1246
Salary:	\$82,975 - \$87,989
Location:	Forrest, ACT
Security Clearance:	Ability to obtain and maintain at least a Baseline security clearance
Reports to:	Assistant Director, Finance
Contact Officer:	Lawrence Hosking

About the Agency

The Office of Parliamentary Counsel (OPC) drafts Bills for the Commonwealth government, and a significant proportion of Commonwealth legislative instruments, delivering timely, high quality drafting. We also provide comprehensive, free access to Commonwealth legislation through the Federal Register of Legislation website, preparing compilations of Commonwealth legislation, and registering Commonwealth Acts and instruments. OPC is a Commonwealth government agency established under the *Parliamentary Counsel Act 1970*.

OPC has three business areas:

1. Drafting
2. Publishing
3. Corporate Services

About the section/team

Our finance team is a small but agile team of 4 people who ensures that OPC fulfils its financial obligations including:

- suppliers getting paid
- revenue is received for OPC's services to other Commonwealth agencies
- compliance with the Commonwealth financial framework including better practice procurement practices
- manage our taxation obligations
- monthly internal and external reporting and end of year financial reporting and
- manage OPC's budget.

About the role

The Finance Officer reports to the Assistant Director, Finance and works as part of a small team within Finance Section. The Finance Officer maintains a professional working relationship with employees and stakeholders at all levels within the Office of Parliamentary Counsel (OPC) and client agencies external to OPC.

The Finance Officer is primarily accountable, under limited direction, for undertaking moderate to complex finance related activities and tasks within established procedures and guidelines.

Our ideal candidate will be self-motivated, have great attention to detail and demonstrated ability to prioritise and organise work to meet competing deadlines. You will have positive attitude and a proactive approach with a strong work ethic and be focussed on client service and participate in ongoing development.

Position duties

Under limited direction, the Finance Officer will:

- manage the day-to day processing and monthly financial operations including debt management, monthly processing and reconciliations and ensuring timely and quality outputs;
- assist with the preparation of financial reports, budgets and forecasts, costings, taxation and researching and develop procedural guidelines in accordance with relevant legislation and frameworks;
- identify opportunities and implement ongoing process and system improvement projects and supporting stakeholders through change;
- undertake procurement reporting for external and internal stakeholders;
- develop productive working relationships with key internal and external stakeholders to achieve work area and agency goals.

Capabilities/skills required

To be suitable for this role, you will have:

1. Highly developed understanding of and experience in accounting principles, practices and procedures.
2. Proven experience in maintaining and using computer-based and manual records for accounting purposes, to a high standard and with close attention to detail.
3. Well-developed organisational skills, including the ability to:
 - a. determine priorities in consultation with others and recognise and resolve conflicting priorities; and
 - b. meet deadlines.
4. In-depth understanding of the work environment and the ability to identify issues that may impact on team work objectives.
5. Work effectively as a team member, manage relationships and work purposefully and effectively with others under limited supervision and guidance from more senior staff.
6. Well-developed communication and liaison skills and the ability to liaise effectively with people at all levels.

Eligibility requirements

To be eligible for the role, you must:

- have experience with TechnologyOne and Aurion
- be an Australian Citizen
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status

How to Apply

To apply for this position, candidates are asked to:

- Provide a one-page statement (approx. 700 words) outlining how your skills, knowledge, and experience make you the right person for the role, including details of relevant achievements and examples that demonstrate your suitability;
- Provide a current CV detailing recent employment history that is relevant to this position, including the name and contact details of two referees;

- complete the job application coversheet (Attachment A) located at the back of this candidate information pack;
- name and contact details of two referees;
- if you were not an Australian citizen at birth, provide evidence of your Australian citizenship or status as a permanent resident.

Submitting your application

You may send your application to the Recruitment Officer at OPC by email or post. Please ensure that you have attached the Job Application Coversheet which is available at the back of this information pack and is also located on OPC's website.

Email: jobs@opc.gov.au (PDF format is preferred)

Postal address: Office of Parliamentary Counsel
Locked Bag 30
Kingston, ACT 2604

Applications close for this vacancy at 11.55pm on Sunday, 8 October 2023.



RecruitAbility Scheme

OPC is committed to supporting the employment and career development of people with disability. Our participation in the APS RecruitAbility scheme means you will be progressed to further assessment if you declare you have a disability, opt into the scheme and meet the minimum requirements for the position.

How do I opt into the RecruitAbility scheme?

Please indicate in your application if you wish to opt into the RecruitAbility scheme.

Reasonable adjustments

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process.

Further details about the RecruitAbility scheme please go to [the Australian Public Service Commission, A Guide for applicants](#).

Diversity and Inclusion

OPC is committed to being a diverse and inclusive workplace that represents and best serves the Australian community. OPC welcomes applications from all eligible candidates. Candidates who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background, identify as non-binary, or have a disability are encouraged to apply.



What we offer

Training

- New recruits in OPC are trained through a formal induction program and on-the-job training.

Lifestyle benefits

OPC offers a working environment that recognises the need to balance work and personal life. The health and wellbeing of our employees is our first priority and some of the benefits available to our employees include:

- Access to flexible working hours, personal/carer's leave, parental leave and part-time work;
- Reimbursement for eye tests, prescription spectacles and for health and fitness assessments;
- Employee Assistance Program (EAP) for staff and their immediate families.

Working in the APS

The Australian Public Service (APS) Values guide us through our working lives, setting expectations for shared behaviour that keep our workplace harmonious and productive. The APS Values are also a promise to the people of Australia that we can be trusted to act with integrity, in their service and in accordance with the APS Code of Conduct. The APS Values articulate the parliament's expectations of public servants in terms of performance and standards of behaviour. The principles of good public administration are embodied in the APS Values. For more information on working in the APS and the APS Values, please visit the [Working in the APS page](#).

Attachment A - Coversheet

Position applied for:



Job title/classification: **Finance Officer (APS 6)**

How did you learn about this position? ☐ PS Gazette / APSjobs website ☐ OPC website
☐ seek.com ☐ Other

Personal Details:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other

Given name/s: _____ Last Name: _____

Phone: (H) _____ (W) _____ Mobile: _____

Email (optional): _____

Postal address: _____

Are you a member of any of the following equity groups—please indicate which ones(s):

☐ Aboriginal or Torres Strait Islander ☐ Non-English speaking background ☐ Person with a disability

Nationality:

Are you an Australian Citizen? ☐ Yes ☐ No

If no: do you have permanent resident status? ☐ Yes ☐ No

have you applied for Australian citizenship? ☐ Yes ☐ No

RecruitAbility Scheme:

Do you identify yourself as a person with a disability? ☐ Yes ☐ No / prefer not to specify

If you identify yourself as a person with a disability, would you like to opt into the RecruitAbility Scheme? ☐ Yes ☐ No

Current employment details:

Employer: _____

Job title/position held: _____

Employee of the APS? ☐ Yes ☐ No ☐ Ongoing ☐ Non-ongoing

APS Classification: _____ AGS No: _____

Do you hold a current security clearance? ☐ Yes ☐ No Level: _____

Have you received a redundancy benefit from an APS agency, the Parliamentary Service Department or the Murray-Darling Basin Commission and your redundancy benefit period has not yet elapsed? ☐ Yes ☐ No

Qualifications:

Signature of Applicant: _____ Date: _____