Finance Officer

Directorate

**APS Level 5**

**Position description and selection criteria**

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| Position title: | **Finance Officer** |
| Section: | **Finance** |
| Classification: | **APS5** |
| Immediate supervisor: | **Assistant Manager, Financial Operations** |
| Status: | **Ongoing/non-ongoing, Full-time** |
| Location: | **Canberra, ACT** |
| Application close date: | **11.30pm (AEST) on Friday, 7 October 2022** |
| Position contact: | **Rohan Haslam**  **Chief Finance Officer**  [**rohan.haslam@nma.gov.au**](mailto:rohan.haslam@nma.gov.au) **or 02 6208 5053** |
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If you are deaf, hearing or speech impaired, you can contact us through the  
[National Relay Service](https://www.infrastructure.gov.au/media-communications-arts/phone/services-people-disability/accesshub/national-relay-service), TTY call 133 677, Speak and Listen 1300 555 727.

The job opportunity

The Museum has an exciting opportunity for an experienced professional to join the Finance team as a Finance Officer, assisting with the delivery of the Museum’s financial operations.

The Finance team has responsibility for delivery and oversight of end-to-end financial management at the Museum. The incumbent will work closely with the Finance team and business units across the Museum, to support and improve financial operations, practices and service delivery.

What will the successful candidate bring to the role?

The successful candidate will have experience in financial operations administration and processing, and a proven track record of delivering business services professionally and efficiently. This includes, but is not limited to:

* performing and supervising day-to-day financial operations including accounts payable and receivable and other administrative functions (e.g. travel, credit cards)
* processing and reconciling daily transactional data, including bank reconciliation, external sales and related system processing and uploads, and non-complex month end tasks, including reconciliations, reallocation journals and other data integrity and review procedures
* responding to financial and other requests from across the Museum, elating to areas including finance policies and procedures, accounts management and transaction processing
* implementing finance policies and procedures, including suggesting opportunities for process improvement and simplification
* building team culture, capacity and capability, while demonstrating an awareness and personal commitment to the APS Values and Code of Conduct
* experience with TechnologyOne or other similar financial management information systems is highly regarded

Workplace values

The Museum expects all employees to display these professional capabilities, as relevant to their position and classification.

**Leadership**

Demonstrate leadership in how programs are delivered, striving to create a new benchmark in excellence.

**Collaboration and connection**

Work together to create a culture where collaboration across business units is seamless to delivering the shared vision.

**Courage and innovation**

Be bold and decisive, embrace challenges and opportunities and actively seek ways to continually improve and streamline our services for the benefit of the whole Museum.

**Agility and resilience**

Embrace and respond to change as a normal part of our working environment.

**Respect and integrity**

Display respect and integrity when working together, embracing the APS values of being committed to service, accountable, respectful, ethical and impartial.

The working environment

The following table provides further information about the inherent requirements of the role and indicates the frequency of these requirements. Please note that the Museum is committed to an inclusive and supportive work environment and offers reasonable adjustments to employees.

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| **ADMINISTRATIVE** | **FREQUENCY** | | |
| **Often** | **Occasionally** | **Never** |
| Telephone use | x |  |  |
| General computer use | x |  |  |
| Extensive keying/data entry | x |  |  |
| Graphical/analytical-based | x |  |  |
| Sitting at a desk | x |  |  |
| Standing for long periods |  |  | x |
| Designated workstation | x |  |  |

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| **WORKING HOURS** | **FREQUENCY** | | |
| **Often** | **Occasionally** | **Never** |
| Flexible working hours (access to flex time) |  |  | x |
| Flexible working arrangements (part-time work) |  |  | x |
| Flexible working arrangements (work from home) |  | x |  |
| Flexible working arrangements (other) |  | x |  |
| Fixed or specified start/finish times |  |  | x |
| Work extensive hours over a significant period due to the nature of the duties |  | x |  |
| Peaks and troughs in workload |  | x |  |
| Frequent overtime |  | x |  |
| Rostered shift work |  |  | x |

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| **SOCIAL DEMANDS** | **FREQUENCY** | | |
| **Often** | **Occasionally** | **Never** |
| Work with others towards shared goals in a team environment | x |  |  |
| Work in isolation from other staff (remote supervision) |  | x |  |
| Working directly with the public |  | x |  |

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| **PHYSICAL DEMANDS** | **FREQUENCY** | | |
| **Often** | **Occasionally** | **Never** |
| Distance walking/working outdoors |  |  | x |

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| **MANUAL HANDLING** | **FREQUENCY** | | | |
| **Often** | | **Occasionally** | **Never** |
| Lifting 0–5 kg | |  | x |  |
| Lifting 5–10 kg | |  |  | x |
| Lifting 10 kg+ | |  |  | x |
| Climbing | |  |  | x |
| Reaching | |  |  | x |
| Bending/squatting | |  |  | x |
| Pushing/pulling | |  |  | x |
| Sequential repetitive movements in a short amount of time | |  |  | x |

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| **TRAVEL** | **FREQUENCY** | | | |
| **Often** | | **Occasionally** | **Never** |
| Travel – multiple worksites | |  | x |  |
| Travel – driving | |  | x |  |
| Travel – interstate | |  | x |  |
| Travel – international | |  |  | x |
| Travel – remote | |  |  | x |

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| **SPECIFIC HAZARDS** | **FREQUENCY** | | | |
| **Often** | | **Occasionally** | **Never** |
| Working at heights | |  |  | x |
| Exposure to extreme temperatures, outside of normal comfort levels | |  |  | x |
| Operation of motorised or high-risk equipment e.g. forklift, pressure vessels | |  |  | x |
| Confined spaces | |  |  | x |
| Exposure to excessive noise levels | |  |  | x |
| Low lighting | |  |  | x |
| Handling of hazardous substances | |  |  | x |
| Potential to encounter agitated persons | |  |  | x |
| Exposure to potentially distressing objects, material or subject matter | |  |  | x |

Selection criteria

**Applicants must respond to each of the following selection criteria (maximum of 2 pages in total), provide a current CV and include contact details for 2 referees in their application.**

1. Performing and supervising day-to-day financial operations including accounts payable and receivable and related administrative functions (e.g., credit cards, travel).
2. Ensuring data integrity and accuracy through attention to detail, adherence to policies and procedures, and performing reconciliations and reviews.
3. Managing competing priorities and workload requirements to meet the objectives of the Finance team and the broader business.
4. Communicating and collaborating, including the ability to deliver services to a range of business stakeholders and contribute constructively and positively in a small team environment.
5. Demonstrating awareness and a personal commitment to the APS Values and Code of Conduct.

**Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply. The National Museum of Australia is an equal employment opportunity workplace.**

**The Museum is committed to ensuring a child-safe and child-friendly environment.  All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.**

Eligibility

To be eligible to apply for this vacancy, applicants must:

* be an Australian citizen
* undergo pre-employment checks, including a police records check
* be able to obtain and maintain a valid security clearance at Baseline level

Ready to apply?

Visit <https://www.nma.gov.au/about/employment> and apply online.