

Team Leader, Financial Management, APS Level 6

Position Details

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| Job Reference Number | 327 | Title | Team Leader, Financial Management |
| Classification | APS6 | Division/ Branch | Finance and Business Services |
| Status | Ongoing, Full Time | Section | Financial Management |
| Salary Range | \$77,902 - \$87,313 | Location | Canberra, ACT |
| Contact Person | Tonia Handcock | Contact Number | (02) 6271 4643 |
| Date Applications Open | 13 July 2017 | Date Applications Close | 27 July 2017 |
| Reports to | Assistant Director | Direct Reports | Assistant Accountants |

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's 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 Team Leader of the Financial Management Section will undertake and supervise the day-to-day work of the reporting team of the Financial Management section. Reporting directly to the Assistant Director Financial Management, the successful candidate will have accountabilities for a wide range of financial management activities including End of Month reporting, taxation and management of relationships between the reporting team and States and Branches.

Our Ideal Candidate

Our ideal candidate will have a strong background in financial management and experience working within a central finance team. The candidate will have demonstrated experience in managing a small team and developing staff to build their technical and interpersonal skills.

What we can offer the successful candidate

Successful candidates will be able to undertake a range of financial management functions. As part of a small team you will be exposed to an end to end financial management process in support of the agency and will have the opportunity to develop a deeper understanding of how strategic financial management can ensure that an agency meets its objectives. You will have regular opportunities to work with the Senior Executive and an increased ability to direct how you and your team work.

Centrally located in Civic our office is close to public transport and amenities.

Duties

- 1) Working as the Financial Management Team Leader you will be responsible for the completion of the day-to-day work of the team which will include the following:
 - End of Month reconciliations and reporting
 - BAS and GST
 - Credit card management
 - User administration
- 2) Support the preparation of internal budgets and external budgets as required.
- 3) Continually assess and improve the AEC's approach to financial management issues and implement effective solutions – policy, practices and procedures.
- 4) Provide support to a number of business areas on budget management.

- 5) Represent the AEC at external forums and meetings.
- 6) Undertake, lead and direct project work as required.
- 7) As a supervisor, manage health and safety issues for your area as required under the AEC Health and Safety Agreement.
- 8) 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

There may be a requirement to maintain a security clearance or satisfy a character 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.

Essential

Supports strategic direction

- Supports shared purpose and direction
- Thinks strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense

Achieves results

- Identifies and uses resources wisely
- Applies and builds professional expertise
- Responds positively to change
- Takes responsibility for managing work projects to achieve results
- Demonstrated experience in accounts processing

Supports productive working relationships

- Nurtures internal and external relationships
- Listens to, understands and recognises the needs of others
- Values individual differences and diversity
- Shares learning and supports others
- Demonstrated skills in supervising others

Displays personal drive and integrity

- Demonstrates public service professionalism and probity

- Engages with risk and shows personal courage
- Commits to action
- Promotes and adopts a positive and balanced approach to work
- Demonstrates self awareness and a commitment to personal development

Communicates with influence

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates confidently

Relevant experience against the duties outlined above.

Desirable

Tertiary qualifications in accounting 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

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