

Chief Operating Officer
Corporate Branch

**REQUEST FOR APPROVAL TO ENGAGE A CONTRACTOR
UNDER A LABOUR-HIRE ARRANGEMENT**

When employing a contractor please complete the following three stages:

1. Seek approval to employ a contractor from the relevant SAO by completing this form.
2. Complete the procurement steps outlined in Stage 1 - Finance Team requirements at Attachment A.
3. Follow the steps in Stage 2 – HR Team Requirements at Attachment B.


I am seeking approval to commence the process of engaging with a recruitment agency to procure the services of a contractor under a labour-hire arrangement.

Details of vacancy

Branch	Corporate
Team	Finance and Property
Position Title	Assistant Director - Finance
Classification	EL1
Location of position	Canberra
Period of contract	9 Months
Required security clearance level (if any)	Baseline/NV 1
Job profile	Refer attached
Reasons for this request	The position is currently vacant and this is to ensure that there is sufficient time to employ and train a permanent replacement, de-risking financial statements and budget.
Impact if the position is not filled	The Finance Team will not be able to fulfil its accountabilities.
Reasons for not filling the position with an ongoing or non-ongoing employee	The position will be filled.
List any special requirements/attributes required for the role	Must have accounting knowledge and skills. Must have experience in managing the financial operations of a government agency.
I will ensure a desk and computer are available for the placement of the successful candidate/s prior to commencement.	

REQUESTING OFFICER	
Name: Therese s 47F	Title: Chief Financial Officer
Signed: Signed Electronically (Email)	Date: 10 Feb 2021

Approval

SENIOR ASSISTANT OMBUDSMAN	
Approved / Not Approved	
Name: Lisa Collett	
Signed: 	Date: 10/02/2021

EL1 Assistant Director

Finance Team

Duties

Duties are to be performed under broad direction from the Chief Financial Officer in accordance with the APS Code of Conduct, upholding the APS Values and upholding the Office values of independence, impartiality, integrity, accessibility and professionalism.

As the Assistant Director you will be responsible for management of the day to day financial and procurement management of the OCO, as well as the monthly and annual financial reporting obligation and budget reporting obligations. Providing strong oversight of the OCO's financial reporting, procurement and internal controls, ensuring all legislative and government reporting requirements are met.

The Assistant Director will lead a small team and will be responsible for the management and/or preparation of the following:

- Monthly financial reports covering financial position, financial performance, internal management reports and cash flow statements. Whole of government financial reporting in the Central Budget Management System (CBMS). Reconciliations of the general ledger and preparation of lead schedules.
- Ensure accounting standards and government financial policy are adhered to within the OCO. Contributing to development and continuous improvement of financial and OCO policies, business practices and controls.
- Financial operations including managing and prioritising workplans and workflows to support the day-to-day delivery of timely and accurate financial operations including:
 - Accounts payable and receivable.
 - Credit card and travel management.
 - Month-end processes and reconciliations, including quality assurance of trial balance, accruals, journals, payroll and employee benefits.
 - Compliance with taxation law (business activity statements, fringe benefit tax).
 - Banking and treasury.
- Non-financial asset accounting requirements, including undertaking asset acquisitions, revaluations, depreciation schedules, disposals, stocktakes, revaluations and ensure the asset ledger is accurate.
- Annual financial statements, supporting work papers and audit requirements for the Australian National Audit Office, liaison with internal and external auditors.
- Internal and external budget update exercises, new policy proposals, reporting and forecasting, including updating budget information for Department of Finance and CBMS.
- Procurement policy and advice, ensure compliance with government policy and reporting requirements; ensure Financial Management Information System (FMIS) is up to date and accurate for procurement and commitment information.
- Contributing to the leadership and direction of the Finance Team, including supervision of lower level APS and contractors, and training and mentoring of junior staff.

- TechnologyOne (FMIS) requirements and relationship management with the Shared Services provider.

Our ideal candidate

The successful candidate should have:

- Minimum of five years' of experience in accounting and managing teams either in government or private sector
- Process and deadline driven mindset with a keen eye for detail
- Critical thinking and problem-solving skills
- Strong negotiator who can develop ongoing working relationships
- Excellent written and verbal communication skills
- Ability to perform data and statistical analysis to spot trends and anomalies
- Advanced computer software skills, including Excel and other financial software and tools for reporting and analysis purposes (CBMS and TechnologyOne preferred but not essential)
- Bachelor Degree in Accountancy, Finance, or related field
- Professional accounting qualification such as CA or CPA

Commitments – Future Years Consideration

Description

Employment of EL1 contractor to cover the period for the production of the financial statements.

Procurement is low risk.

Recommendation

Commitments – Future Years — Arrangements beyond available appropriation

I declare that the existing appropriation authority is sufficient to meet expenditure that might be payable under the arrangement. This includes all the costs that the Commonwealth is committing to pay under the arrangement, including the costs of any contingent liabilities.

Sufficient uncommitted appropriation exists

The appropriation is sufficient to meet expenditure that might become payable under an arrangement.

Appropriate authority is not sufficient

I declare the contingent liability will not require Commitments – Future Years agreement given the contingent liability is assessed as remote and not material (the likelihood of the event occurring is less than 5%) and not material (the most probable expenditure would be less than \$5 million).

Sufficient uncommitted appropriation does not exist

Commitments – Future Years agreement is required from a delegate and will be sought using the agencies internal approval processes.

Signature

s 47F

Copies sent to:
Finance team

Approver

Therese s 47F

Title and
Workgroup

Chief Financial Officer

*Title and workgroup
of Approver*

Date

11/2/2021