

UNCLASSIFIED

Provision of Assistant Director Finance – Finance Team

SCHEDULE 2 — OFFICIAL ORDER

This Official Order is issued by Office of the Commonwealth Ombudsman (ABN 53 003 678 148) (Agency) pursuant to Deed of Standing Offer SON3538332 between the Commonwealth of Australia as represented by the Australian Federal Police (17 864 931 143) and Capital Recruit Pty Ltd (ABN 19 621 492 261) for the provision of capability support services dated 24 September 2018 (Agreement).

Item	Item Description	Item Detail
A	Commencement and Term (cl 1.4.3)	Commencement Date: This Official Order will commence on 11 Feb 2021. Expiry Date: This Official Order will expire on 30 October 2021, unless varied in accordance with the terms of this Contract. Extension Option/s: The Agency may, at its absolute discretion, extend this Official Order by any number of terms not exceeding eight additional months in total.
B	Services (cl 3.1.1)	The Services to be performed pursuant to Deed of Standing Offer for Capability Support Services (CSS) panel (SON3538332) Service Category 4. Labour Hire and Recruitment Services The services which the contractor must provide and perform at the Assistant Director (EL1) equivalent consist of the following: lead the finance team in management of the day to day financial and procurement functions of the OCO, as well as the monthly and annual financial reporting obligation and budget reporting obligations; and, providing strong oversight of the OCO's financial reporting, procurement and internal controls, ensuring all legislative and government reporting requirements are met. Refer to detailed Statement of Requirements (SoR) as at Attachment A. Agency Contact/Representative The Agency's contract officer/representative for this contract is: Therese s 47F Chief Financial Officer Email: s 47F @ombudsman.gov.au Phone Number: s 47F

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C	Service Levels (cl 3.9)	<p>The Service Provider must meet or exceed the following Service Levels when performing the Services:</p> <ul style="list-style-type: none"> • As required by the Agency
D	Purpose(s) of Services (cl 3.2.1(e))	The Agency requires these Services in support of its finance and procurement functions.
E	Specified Personnel (cl 3.4)	<p>The following Specified Personnel will be made available by the Service Provider to provide the Service:</p> <ul style="list-style-type: none"> • s 47F
F	Fees, Allowances and Costs (cl 4)	<p>The Agency will pay the following Fees to the Service Provider for the Services:</p> <p style="font-size: 1.2em; color: red;">s 47G</p> <p>Additional costs Unless a quotation is provided and agreed in writing by the Agency's representative, no further costs may be charged to the Agency. This includes but not limited to additional hours, meals, office or printing expenses, communication or travel and accommodation expenses.</p>
G	Facilities and Assistance to be Provided by the Agency (cl 4.1.1(c))	<p>In delivering the service the Service Provider will have access to the following:</p> <ul style="list-style-type: none"> • None specified
H	Agency Material (cl 5.1.1)	<p>The Agency will provide the following Material to the Service Provider to perform the Services:</p> <ul style="list-style-type: none"> • None specified <p>The Service Provider must comply with the following directions and requirements when using Agency Material in relation to this Contract:</p> <ul style="list-style-type: none"> • None specified

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I	Security Obligations (cl 7.1)	<p>The Service Provider must comply with the following security obligations:</p> <ul style="list-style-type: none"> • the security policies of the Agency. 												
J	Additional Contract Terms	<p>All Specified Personnel must complete and submit forms as supplied by the Agency's Human Resources Team including:</p> <ul style="list-style-type: none"> - Contractor Personal Particulars Form - Childers Street access - ICT Staff Acknowledgement - Conflict of Interest Acknowledgement 												
K	Confidential Information	<p>For the purpose of this Item (Confidential Information), the Agency's and the Service Provider's Confidential Information includes:</p> <p>Agency Confidential Information</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 33%;">Item</th> <th style="width: 33%;">Reason for Confidentiality</th> <th style="width: 33%;">Period of Confidentiality</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">All information howsoever received or obtained (including orally or in writing) in the course of providing services to the Agency, including any formal or informal exercise of Agency duties, functions or powers, powers.</td> <td style="padding: 5px;">National security, national interest, protection of Agency personnel, Agency operations, business in confidence information or methodology, reputation of the Agency or the Agency's ability to perform its statutory functions.</td> <td style="padding: 5px;">Indefinite</td> </tr> </tbody> </table> <p>Service Provider Confidential Information</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 33%;">Item</th> <th style="width: 33%;">Reason for Confidentiality</th> <th style="width: 33%;">Period of Confidentiality</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Not applicable.</td> <td style="padding: 5px;">Not applicable.</td> <td style="padding: 5px;">Not applicable.</td> </tr> </tbody> </table> <p>Without limiting this Item (Confidential Information) of this Official Order, the Service Provider must not, and must ensure other Personnel do not, use or disclose any information received (whether orally or in writing) in the course of providing any Services to the Agency, including any formal or informal exercise of Agency powers, functions or duties.</p>	Item	Reason for Confidentiality	Period of Confidentiality	All information howsoever received or obtained (including orally or in writing) in the course of providing services to the Agency, including any formal or informal exercise of Agency duties, functions or powers, powers.	National security, national interest, protection of Agency personnel, Agency operations, business in confidence information or methodology, reputation of the Agency or the Agency's ability to perform its statutory functions.	Indefinite	Item	Reason for Confidentiality	Period of Confidentiality	Not applicable.	Not applicable.	Not applicable.
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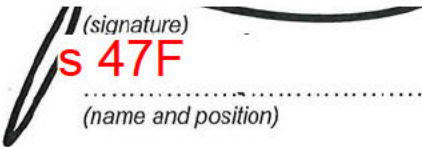
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Please sign this Official Order where indicated below and return a copy to the Agency.

In signing I acknowledge receipt of this Official Order and agree to provide the Service in accordance with this Official Order, and on behalf of the Service Provider and Capital Recruitment Pty Ltd (AFN 19 621 492 261)

S 47F

11/2/21


(signature)
S 47F
.....
(name and position)

.....
(date)

 11/2/2021
Chief Financial Officer
OCO.

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Attachment A

Statement of Requirements

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.

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- 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