



Australian Government
**Australian Commission for
Law Enforcement Integrity**

INFORMATION FOR APPLICANTS

Reference No:	1029
Title:	Finance Officer
Classification:	APS Level 5
Employment Type:	Ongoing
Location	Canberra
Hours per week:	37.5
Salary:	\$72,933 to \$77,336 (plus Service allowance of \$1,705)
Branch:	Corporate and Governance
Security Requirements:	Must be able to obtain and retain an NV2 security clearance from the Australian Government Security Vetting Agency (AGSVA)
Supervisor:	1028 – Assistant Director Finance
Closing Date:	31 January 2021 (11:59pm)
Contact Officer:	Assistant Director Finance

The Australian Commission for Law Enforcement Integrity

The Australian Commission for Law Enforcement Integrity (ACLEI) is an independent agency within the Attorney-General's Portfolio, established to support the Integrity Commissioner in carrying out his or her responsibilities for detecting, investigating and preventing corrupt conduct in Australian Government agencies with law enforcement functions. The Integrity Commissioner has extensive powers, including the ability to hold coercive hearings, and ACLEI investigative staff are able to use a range of law enforcement powers to assist in the Integrity Commissioner's investigations.

All ACLEI positions are Designated Security Assessment Positions (DSAPs); it is a minimum requirement that ACLEI operational staff maintain a security clearance of Negative Vetting Level 1 (NV1).

About the Role

The Finance Officer reports to the Assistant Director Finance. The occupant has accountability for completion of end of month processes, preparation of monthly and annual financial reporting and external budgets. The Finance Officer is also responsible for management of ACLEI's treasury, accounts payable, accounts receivable, credit card and travel functions.

The key deliverables for this role include:

- supervision of staff undertaking data entry
- management of financial functions such as treasury, accounts payable, credit cards and travel
- undertake preparation of end of month requirements, including preparation of general ledger journals, reconciliations and reporting, and
- assist with preparation of annual budget, financial statement and audit requirements.

The successful candidate will work under direction of the Assistant Director Finance. Key activities of this position include:

1. Manage ACLEI's accounts payable, accounts receivable and credit card functions. Manage the treasury function including appropriations, drawdowns and processing of payments.
2. Undertake the preparation of end of month requirements, including preparation of general journals, account reconciliations and preliminary internal and external financial reports.
3. Assist in the preparation of annual budget processes and completion of annual Financial Statements, including required material and assistance to facilitate external audit of annual financial statements.
4. Undertake and assist with a wide range of procurement activities and assist with management of ACLEI's assets.
5. Provide advice to ACLEI staff on compliance with internal and external policies, practices and procedures.
6. Represent the interests of ACLEI and help manage ACLEI's relationships with relevant stakeholders including other Australian Government agencies, State and Territory representatives as well as the private sector as necessary.

Key Requirements of Role

1. Analytical skills and sound judgement

- applies sound research, interpretation and problem solving skills
- demonstrates the ability to think strategically and make balanced, well informed decisions in relation to own work area
- demonstrates the capacity for originality of thought

2. Ability to achieve results

- plays an active role in setting work area goals and monitoring progress
- demonstrates organisational skills of a high order including, if appropriate, the ability to effectively manage others in the delivery of work
- responds flexibly to changing requirements
- applies and promotes workplace diversity and occupational health and safety principles in delivering the work of the area

3. Ability to develop productive working relationships

- works cooperatively with others and models and promotes team player behaviour
- demonstrates sound client service and client relationship management skills
- treats others with respect and courtesy and values different ideas and approaches

4. Demonstrated personal drive and integrity

- adheres to and promotes the APS Values and Code of Conduct, and the Department's Values
- takes responsibility for outcomes of own work area and learns from mistakes
- displays initiative and shows strong commitment to continued learning

5. Ability to communicate effectively

- demonstrates well developed oral and written communication skills
- listens actively to others and responds appropriately
- puts forward ideas and considers and encourages the views of others
- displays sound representation skills and the ability to persuade and negotiate

6. Position specific requirements

- Demonstrable knowledge and /or relevant experience to the duties of the position (essential).
- Relevant tertiary qualifications, CPA/CA membership or working towards completion (desirable).

Diversity and inclusion

ACLEI is a small, friendly and inclusive workplace, promoting the APS Values and collaboration both within the agency and with our business partners.

We encourage applications from the diverse Australian community including Aboriginal and Torres Strait Islander people and people with disability, people of all ages and those from culturally and linguistically diverse backgrounds.

We will accommodate all requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position.

If you have an individual requirement that needs to be accommodated in order to participate in an interview, please indicate this on your application cover sheet or advise the contact officer.

How to apply

Please provide a concise statement of claims no more than two pages outlining your relevant skills and experience. No selection criteria is required to be addressed, however when framing your response, please ensure you adequately address the key requirements of the role.

Your application must include:

- A completed application cover sheet - (available on the [ACLEI website](#))
- Concise statement of claims no more than 2 pages
- Current CV with a maximum of 3 pages
- Your personal details including the details of at least two recent referees
- Please submit applications by the closing date and time electronically to recruitment@aclei.gov.au.

Eligibility

Employment with ACLEI is subject to the following conditions:

- **Citizenship** – applicants must be an Australian Citizen.
- **Security Clearance** – this is a Designated Security Assessment Position (DSAP). The occupant of this position will be required to undergo and maintain a security clearance at the Negative Vetting Level 2.
- **Police check** – all applicants are required to undergo a mandatory Australian Federal Police Check.
- **Probation** - A probation period will apply to any ongoing employment engagement.

Employment Agreement

All terms and conditions for employment at ACLEI can be found in our [Enterprise Agreement](#).

Privacy

Information supplied for this selection process will be used for selection purposes only and can be used for a period of 12 months from advertising. Files will be stored electronically and accessed by the human resource team, hiring managers and selection panel members. For reporting purposes application information may be kept for a period of longer than 12 months after the completion of the selection process.