



Position Description

Position Title	Finance Officer
Position Number	49292
Employment Type	Ongoing
Load	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Either
Classification	APS3
Contact Officer Name	Naomie Johnson
Email	naomie.johnson@industry.gov.au
Phone	02 6243 7336
Group	Finance Group
Division	Corporate and Digital Division
Branch	Financial and Shared Services Branch
Section	Financial Services and Travel Section
Reports to	Senior Finance Officer
Location	Canberra
	Is the location negotiable or can the position be undertaken remotely? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<i>The department supports flexible working arrangements and staff can apply to work a mix of hours from home and office locations each week.</i>
About the team	<p>The Financial Services and Travel Section is a high-volume centralised processing unit that services the greater department by performing accounts payable and receivable, credit card administration, expense8 business support, debt management and receipting functions.</p> <p>The section works closely with other areas in Finance to deliver quality service and support to departmental staff.</p>
About the role	<p>In this position you will:</p> <ul style="list-style-type: none">• Undertake data entry tasks in Technology One (our Financial Management Information System) for:<ul style="list-style-type: none">○ grant payments○ contractor invoices○ simple invoices• Action all Recipient Created Tax Invoices (RCTIs)• Review task performance against agreed Key Performance Indicators (KPIs) and communicate outcomes to your supervisor• Provide input and recommendations for issues as they arise• Assist with responding to simple enquiries and escalate where required• Participate in and identify business process/continuous improvement activities



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	<ul style="list-style-type: none">• Contribute to building and maintaining a high performing service delivery culture• Undertake various administrative tasks as required (e.g. mail collection).
Our ideal candidate	<p>Our ideal candidate would:</p> <ul style="list-style-type: none">• Demonstrate good attention to detail when processing payment requests• Be able to process payment requests accurately and in a timely manner• Be service-oriented with the ability to develop and maintain working relationships to meet the needs of internal customers, and foster collaboration within the Division• Demonstrate basic communication skills in responding to queries and requests• Demonstrate good judgement and escalate requests where required.
Eligibility	<p>To be eligible for employment in the APS and the department, applicants must be Australian Citizens.</p> <p>The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Directions 2022. This vacancy is open only to people with disability.</p> <p>Successful applicants are required to provide evidence to confirm they are a person with disability. Evidence of disability is not to include information about the type of disability. Suitable evidence of a disability would be a certificate or letter from a registered medical practitioner. The following documents would also be acceptable:</p> <ul style="list-style-type: none">• letter from a Disability Employment Service or jobactive provider• letter from a secondary or tertiary institution disability services unit in relation to a recent student. <p>If the above documents are not available, a statutory declaration from the applicant can be accepted.</p>
Security Clearance	<p>This position requires a Baseline security clearance. The successful applicant will be provided with information regarding obtaining and maintaining a clearance at this level.</p>
Application Notes	<p>The APSCs Integrated leadership System (ILS) provides descriptions of the capabilities and behaviours that are expected at each classification level; from APS1 to SES B3. There are differences across the levels with each level becoming the foundation for the levels above.</p> <p>Resources including level comparisons, level specific profiles and self-assessment tools are available on the APSC website https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/integrated-leadership-system-ils/ils-resources-profiles-comparatives-and-self-assessment</p> <p>Please ensure you consider all capabilities and behaviours when completing your application.</p>