



Job Title: GAZ – EL1 – ACT – Assistant Director – Management Accounting (several)

Job Area: Management Accounting – Group Finance Partners and Capital Investment Program.

About the Department of Home Affairs

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and national security arrangements, law enforcement, emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure.

Join an organisation that values your unique perspective, empowers innovation, and drives meaningful change. By working with us, you'll contribute to building a more inclusive, secure, and prosperous Australia and make a real difference in the lives of people across the nation.

Our employees work in a range of interesting subject areas influenced by international and domestic developments. We take pride in being an employer of choice. If you are successful in your application, you will find the nature of our business and the work environment to be vibrant and rewarding. We endeavour to create an environment that values and utilises the contributions of people with different backgrounds, experiences and perspectives.

The Department of Home Affairs is a CPA recognised employer partner and will provide you with many training and development opportunities.

Overview of the Division and Branches

The Finance Division is responsible for the overall financial management of the Department including:

- financial strategy;
- policies;
- processes;
- systems and procedures;
- covering key functions including Commonwealth Budget coordination;
- internal budgeting and reporting (capital and operating);
- financial management advice;
- statutory financial reporting and other obligations (taxation);
- revenue;
- debt and asset management;
- strategic costing;
- financial compliance frameworks and financial education and training.

Working in a high profile portfolio, the Division routinely responds to Ministerial and

Parliamentary queries, works closely with Department of Finance and other Commonwealth Agencies in relation to funding and resource management.

Management Accounting Branch

The branch is responsible for internal budget allocations (departmental/administered and capital); internal management reporting and analysis; providing strategic financial advice to stakeholders through the Group Finance Partner network; and delivering a strategic costing framework for the Portfolio.

About the Vacancies

The immediate aim of this recruitment is to appoint people to fill various vacancies within the Management Accounting Branch. Current vacancies include Assistant Director, EL1 positions in the Group Finance Partners and Capital Investment Program teams.

Additionally, the Branch would like to create a merit list of qualified and experienced people so that we can rapidly fill permanent and temporary vacancies that arise over the next 12 months.

Role Requirements

We are looking for competent professionals to fill in a few vacant roles across the Management Accounting Branch. These roles will suit people with well-developed communication (both written and oral) and numerical skills, who are self-motivated, self-starters that are results driven, take ownership of work, and have the ability to lead and support staff. These roles are also responsible for supporting the relevant Director and Finance Division executives including the Assistant Secretary Management Accounting and CFO. Ideally, these roles require accounting knowledge and/or relevant work experience in accounting and finance. Group Finance Partners have a dual role, also responsive to senior executives and cost centre managers of designated functional areas within the organization.

Key / common responsibilities across these roles include:

- Provide high level strategic financial advice and support to internal and external stakeholders.
- Directly undertake high level and complex analysis of financial data for internal and external stakeholders.
- Ensure consistent application of government frameworks.
- Provide leadership and act with professionalism, representing the division and potentially responsible for staff management including day to day tasking, career management and ongoing coaching and mentoring of staff.

Your Attributes

- You are driven to provide exceptional service to the organisation. You are a self-starter with a high level of technical expertise. You will have relevant qualifications and/or experience working within a Government financial framework (or equivalent). You possess an eagerness to enhance the future of finance and support the organisation in meeting its goals.
- Your interpersonal, stakeholder engagement and communication skills are high-level.
- You bring to the role a capacity to solve problems, build relationships with a range of

stakeholders, and manage competing priorities while maintaining strong attention to detail.

- You are an enthusiastic team player with strong leadership and staff management attributes.
- You enjoy working in a rapidly evolving and forward-thinking environment.
- Demonstrated experience of strategic financial planning, budgeting, forecasting, analysis, evaluation and/or decision making.
- Strong attention to detail, ability to manage multiple tasks and work within deadlines.
- Ability to work effectively as a part of a team and to build collaborative partnerships with subject matter experts and stakeholders.
- Ability to exercise sound judgement and to work quickly when required.
- Strong written and oral communication skills including the ability to write clear and concise documents for a range of audiences and present information to a large group and Senior Executives.
- Ability to mentor and coach staff (as required by the role/position).
- Strong focus on providing excellent customer service to both internal and external stakeholders.

Group Finance Partner – Finance Managers

These roles offer work of high tactical importance to the Department, in a diverse, dynamic and supportive branch. The positions work within small teams under the leadership of the relevant 'Group Finance Partner' (GFP) Director. These roles are responsible for supporting the GFP Director, and Senior Executive of both the Finance Division, and wider department.

Specific Duties / Responsibilities

Key responsibilities in the Group Finance Partner roles include:

- Being a strategic partner of the business, and able to:
 - develop a strong understanding of the business cost drivers and leverage this information to provide value add analysis on financial results / outcomes to assist decision making.
 - report on, and present information to individuals or large groups of stakeholders, including Senior Executives.
 - offer strategies to senior stakeholders (First Assistant Secretaries/ Assistant Secretaries) to comply with the financial framework and ensure efficient and effective delivery of outcomes.
- Assisting the development and ongoing financial management of departmental, capital/project and administered business budgets for stakeholders, and in doing so provide independent financial advice in support of strategic and operational decisions (to both the CFO and Business Divisions), including financial risk and mitigation strategies.
- Supporting cost centre managers and other delegates to comply with the financial framework and promote financial acumen across the Department in exercising their operational responsibilities.

- Sound leadership, influencing and communication skills combined with an ability to work well within a small, high performance team with minimum supervision.
- The finance manager position within GFP teams encompasses a leadership role, and may be responsible for staff supervision, including day to day tasking, career management and ongoing coaching and mentoring of staff.

Capital Investment Program – Assistant Director

The Capital Investment Program team acts as the strategic link between Finance Division and the Department/ABF for capability development. The team provides financial support throughout the capability lifecycle, from investment proposal, through delivery, to eventual decommissioning. The team manage the annual Capital Investment Program (CIP) process which informs the allocation of Departmental Capital Budget to projects. The team is also heavily involved in project governance and assurance mechanisms, providing financial analysis to aid in the successful delivery of capital projects.

Specific Duties / Responsibilities

Key responsibilities in the Capital Investment Program role include:

- Contributing to high level papers such as pre-briefs for the Chief Finance Officer, budget recommendation papers, and Senate Estimates Briefs.
- Collaboratively working with branches external to MAB in the management of the two phase bidding process for capital investment decisions.
- Undertaking assurance activities to assess project financial performance and prepare impact assessment commentary and recommendations for the executive.
- Contributing to project performance reporting to external agencies.
- Action project budget allocations and movements in the BRACS finance system.

The following knowledge and experience is highly desirable across all three roles:

- High level written and verbal communication skills, including the ability to prepare and present information to a large group and Senior Executive.
- Demonstrated knowledge of strategic financial planning, budgeting, forecasting, analysis, evaluation and decision making.
- Experience with the use of SAP and/or TM1.
- Knowledge of various financial legislation and policies, including the PGPA Act, delegations, etc.
- Intermediate to advanced Excel skills.
- Accounting qualifications.
- Experience in supervising and managing staff.

How to apply

You are required to submit your application in Home Affairs' online recruitment system (ourPeople). Prior to preparing your response, it is recommended you review the Work Level Standards relevant to the classification you are applying to. It may also be useful to refer to the Integrated Leadership System information relevant to the classification. As part of your application, you will need to provide:

- your CV;
- details of two referees, including your current supervisor;
- your one-page Applicant Response document (minimum 11pt font in MSWord or PDF format) that details how your skills, knowledge and qualifications make you the right person for the role. Please outline:
 - your preference for any specific role;
 - how your skills, knowledge and experience will be relevant to this role;
 - why you are interested in the role and what you can offer us; and
 - specific examples or achievements that demonstrate your ability to perform well in this role.

Who can apply?

Please note this opportunity is available to current Australian Public Service employees and all eligible members of the community.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen;
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process;
- Obtain and maintain a minimum of Baseline (Protected) level AGSVA security clearance;

Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department.

Notes

Information about employment in the department and advice on how to apply for vacancies can be obtained from the Department's website at [Working with us \(homeaffairs.gov.au\)](https://www.homeaffairs.gov.au/working-with-us).

The Department is committed to workforce diversity and applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 18 months.

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at [Working with us \(homeaffairs.gov.au\)](https://www.homeaffairs.gov.au/working-with-us).

If you are experiencing problems submitting your application online, please contact recruitment@homeaffairs.gov.au.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact recruitment@homeaffairs.gov.au.