



Thank you for considering the advertised vacancy for:

FINANCE OFFICER - Reference No: 2021/15

We appreciate your interest in working at the Australian Transport Safety Bureau. The details pertaining to the advertised role are presented through the following sections, including how to submit your application.

SECTION 1 – POSITION DETAILS

<u>Role:</u>	Finance Officer
<u>Classification:</u>	APS Level 6
<u>Employment Type</u>	Ongoing
<u>Base Salary:</u>	\$84,353 - \$96,275 pa (plus 15.4% superannuation)
<u>Division:</u>	Operational Support
<u>Location:</u>	Canberra
<u>Security Level:</u>	Baseline
<u>Contact:</u>	Krishna Kumar (02) 6122 1658
<u>Closing Date:</u>	Monday, 29 November 2021, 11:59 pm AEDST

SECTION 2 – OVERVIEW OF THE ROLE

About the Australian Transport Safety Bureau (ATSB)

The Australian Transport Safety Bureau (ATSB) is an independent Commonwealth Government statutory agency. The ATSB is governed by a Commission and is entirely separate from transport regulators, policy makers and service providers.

The ATSB's purpose is to improve safety of, and public confidence in, aviation, marine and rail transport through:

- independent investigation of transport accidents and other safety occurrences
- safety data recording, analysis and research
- fostering safety awareness, knowledge and action.

The ATSB is established by the *Transport Safety Investigation Act 2003* (TSI Act) and conducts its investigations in accordance with the provisions of the Act. Under the TSI Act, it is not a function of the ATSB to apportion blame or provide a means for determining liability. The ATSB does not investigate for the purpose of taking administrative, regulatory or criminal action.

The Bureau's Commission is constituted by a full-time Commissioner/CEO and three part-time Commissioners. The ATSB's staff (approximately 100) includes about 60 aviation, marine and rail safety investigators. While the majority of staff are based in Canberra, we also have regional offices located in Brisbane, Adelaide, Melbourne and Perth.

ATSB staff are employed in areas covering Transport Safety Investigation, Notification and Confidential Reporting, Finance, Human Resources, Communications, Legal and Governance, and Information and Communication Technologies.

The ATSB recognises that our people are our greatest strength – as part of our commitment to create a flexible, diverse and inclusive workplace, we invite and encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people of all ages, people who identify as LGBTI+, and people with diverse linguistic and cultural backgrounds.

We offer a positive workplace culture and excellent employment benefits and conditions. This includes attractive salaries and generous employer superannuation, substantial leave provisions, salary packaging and a closedown period over the Christmas holiday period, as well as a range of other benefits.

For further information about the ATSB refer to our website www.atsb.gov.au

Financial Services Team Overview

The Financial Services team operates within the Operational Support branch of the ATSB and is responsible for the delivery of all financial activities relevant to a small non-corporate Commonwealth entity, including internal and external reporting, internal and external budgeting, accounts payable (AP) and receivable (AR), procurement and business support services.

Finance Officer

The Financial Services Team is a small team consisting of four people, led by the Chief Financial Officer. Being a small team, each team member is expected to apply their knowledge, skills and experience across a broad range of tasks, from accounts payable and receivable, through to procurement, reporting, budgeting, credit card administration and asset accounting.

Responsibilities

- Take a leading role in managing the financial accounting requirements of the agency, ensuring compliance with relevant Accounting Standards and Commonwealth Legislative requirements.
- Asset management, including undertaking asset additions, disposals and stocktakes, and ensuring the asset ledger is accurate.
- Manage quality assurance activities across the AP, AR and procurement activities within the team.
- Manage relationships with internal and external stakeholders to assist and facilitate financial outputs.
- Develop finance related procedures and guidelines.
- Provide expert advice and technical guidance to ATSB staff in relation to AP, AR and procurement.
- Work collaboratively with team members and stakeholders whilst complying with the APS Values and Code of Conduct.

Relevant tertiary qualifications are highly desirable.

Who we are looking for

We offer our employees a diverse and varied career in a range of disciplines. We seek people who bring external ideas, diverse experience, global perspectives and who are willing to explore innovative ways of working. People who work for us will display leadership at all levels, apply information effectively in order to solve problems, and work collaboratively to achieve outcomes.

For this Finance Officer role we are seeking people who are able to:

- Demonstrate experience in an accounting or finance role, with technical skills across a broad range of Government financial activities and an understanding of systems like TechnologyOne
- Apply sound knowledge of the financial framework which governs agencies, in particular requirements under the *Public Governance and Performance Accountability Act 2013* and associated rules and guidance
- Demonstrate they can deliver quality outcomes, explores solutions, share ideas, work flexibly, whilst working under limited guidance.
- Communicate effectively in writing and verbally with internal and external stakeholders to manage relationships to achieve the financial deliverables of the agency.
- Be highly organised and able to manage workloads for self and team members across multiple functions and with competing priorities or deadlines.
- Work collaboratively with team members and internal/external stakeholders, while remaining accountable for own performance, and modelling the APS Values and Code of Conduct.

SECTION 3 – THE SELECTION PROCESS

A Selection Committee Panel (usually consisting of a Chair and up to two other panel members) is formed to conduct the recruitment and selection process. The process can take between 6 to 12 weeks to complete.

The Committee assesses all the applications and agrees on a selection (short-list) of candidates who will progress to the next stage of assessment which may be a work-sample test and/or interview.

Reference checks are performed on those candidates who are deemed to be in strong contention for the role as a result of the interview process. Included in the referee checks may be an appraisal of your personal integrity for the purposes of a baseline security check.

Once the Selection Committee panel has agreed on the preferred candidate(s), a report is prepared which provides an overview of the selection process, the assessment of candidates and a recommendation to the relevant delegate for approval. Human Resources will conduct a quality check to ensure that a merit process has been undertaken.

A verbal offer will then be made to the selected candidate, followed by a written offer.

Other suitable candidates (in terms of an order of merit) may be placed on a merit list which will remain open for 12 months from the date the vacancy was first advertised.

Candidates not selected for interview will be notified via email. Unsuccessful candidates who were interviewed will be contacted by a member of the Committee and may be provided with feedback.

SECTION 4 - SUBMITTING YOUR APPLICATION

Applicants are required to provide a two-page summary (no more than 1200 words) outlining your skills, knowledge, and experience and why you should be considered for this position. You should take into consideration Section 2 – Overview of the role (including any detailed position specific requirements) when drafting your response. Where possible include specific relevant examples of your work. When you include examples, you should:

- set the context by describing the circumstance where you used the skills or qualities and gained the experiences
- detail what your role was
- describe what you did and how you did it
- describe what you achieved - what was the end result and how does it relate to the job you are applying for?

To use as a guide when developing your statement, an explanation of the difference in capability required at the APS levels can be found at the following link: [Work level standards: APS Level and Executive Level classifications | Australian Public Service Commission \(apsc.gov.au\)](https://www.apsc.gov.au/work-level-standards).

The APS work level standards accommodate the diversity of roles across the APS and are structured to clearly differentiate between the work expected (i.e. responsibilities and duties) at each classification level.

The ATSB does not have an online recruitment system, therefore you will need to email your application to recruitment@atsb.gov.au before the closing date and time. When emailing your application you will need to include:

1. a statement of claims (pitch) addressing the key responsibilities of the position and why you would like to work for the ATSB (1200 words, two pages maximum)
2. a completed ATSB Applicant Coversheet
3. your current Curriculum Vitae or Resume.

Should you require further assistance in terms of submitting your application, please contact Human Resources on 02 6122 1642.

SECTION 5 – GENERAL INFORMATION

Eligibility

Please note, under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed (on a temporary or permanent basis) in the APS, unless the Agency Head has agreed, in writing.

Medical examinations

As a condition of your employment you will be required to attend a medical examination to assess your fitness for employment as an Australian Public Servant. You will be advised of your appointment date following your commencement.

Workplace diversity

The ATSB aims to ensure that fair, equitable and non-discriminatory consideration is given to applicants. If you need assistance at an interview in regard to access, an interpreter or another service, please discuss this with the contact officer prior to the interview. Hearing or speech-impaired applicants may wish to use the relay services of the Australian Communication Exchange at: www.aceinfo.net.au

Security requirements

If successful, a police/character check will be undertaken to ensure you are a fit person to be employed in the Australian Public Service. It is also a condition of your employment that you obtain and maintain a baseline security clearance. Successful applicants will be sent a letter of offer containing security forms that are required to be completed and returned before you commence work.

Vaccinations

The ATSB does everything in its power to keep its workforce safe. It is a general expectation that that you are willing to disclose your vaccination status for COVID-19, when requested. To be clear the ATSB encourages COVID-19 vaccinations, at this time we have not mandated COVID-19 vaccinations. The main reason ATSB would ask for COVID-19 vaccination status is to help us manage or put in place safety actions or measures to support the individual circumstances of our employees and to help us manage business outcomes.

General employment conditions

The ATSB's salaries and employment conditions for non-SES employees are set under an ATSB's Enterprise Agreement 2015 and a 24(1) Determination. These documents are accessible through the ATSB webpage.