



Position Description (PD)	
Role	Finance and Procurement Officer / Senior Finance and Procurement Officer
Branch	Corporate Group
Team	Finance and Office Services
Level	Broadband Staff Level 2 (APS Level 5 and 6)
Role context	<p>The Finance and Office Services Team supports the achievement of the Productivity Commission's (PC's) objectives by:</p> <ul style="list-style-type: none">• providing timely and accurate financial and procurement information and advice which supports sound decision making and ensures the ongoing financial sustainability of the PC.• ensuring the PC complies with all relevant legislative and policy/procedural requirements including those relating to financial management, administration and reporting.
Security level	The preferred applicant will be required to successfully undergo the security clearance vetting process to obtain a Baseline clearance level. Further information about security clearances can be found at Australian Government Security Clearance Applicant Guide Book .
Reports to	Assistant Director, Finance
Direct reports	Nil
Contact officer	Lisa Geier – (03) 9653 2258

Responsibilities	<p>Provision of high-quality financial strategy, reporting and advice to internal and external stakeholders including:</p> <ul style="list-style-type: none"> • Responding to management requests for financial evaluation and analysis. • Preparation of internal monthly financial reports and analysis of monthly financial results, including variance explanations. <ul style="list-style-type: none"> • Substantial contributions to the development of the Annual Financial Statements, Portfolio Budget Statements, audit and internal budgets and PC reporting requirements including the annual report, senate estimates and questions on notice. • Administration of TechOne and assist with system upgrades and integration. • Maintain accurate records, ensuring compliance with all statutory and regulatory obligations. <ul style="list-style-type: none"> • Actively contributing to continuous improvement of team processes and developing and reviewing finance policies and procedures. • Contributing to the efficient and effective administration of finance functions, including month end journals, accounts processing (payable and receivable), tax and asset management, including ensuring all relevant registers and checklists are maintained and regularly updated. • Conduct Finance induction sessions and providing specialist advice and practical guidance on procurement and contract management matters. • Manage procurement and contract activities across the PC ensuring compliance with the Public Governance, Performance and Accountability Act 2013 (the PGPA Act) and Commonwealth Procurement Rules. • Facilitating the drafting and completion of spending proposals, RFQs and contract documentation, including assisting with procurement of furniture and minor fit-out alterations and the disposal of surplus furniture and equipment in accordance with Department of Finance guidelines.
Selection Criteria	<p>Professional expertise:</p> <ul style="list-style-type: none"> • Thorough knowledge and understanding of management and financial accounting practices, principles and standards and the Commonwealth Government financial management framework. • Demonstrated knowledge and understanding of relevant legislative, financial, and administrative frameworks and government decision-making processes. • Highly developed analytical, research and problem-solving skills, and the ability to consistently produce work which is timely, accurate and displays a high level of attention to detail. • High level skills and knowledge of Financial Management Information Systems and Microsoft Excel. • Demonstrated knowledge and understanding of relevant legislation, policy and systems including the PGPA Act, Commonwealth Procurement Framework and Austender. • Hold an Accounting/Finance degree and be a Certified Practising Accountant or Chartered Accountant.

Effective Engagement:

- Proven ability to communicate effectively, using information that is accurate, clear and concise.
- Shares information in a timely way, is proactive in assisting others in the team and collaborates effectively with others, contributing positively to work discussions and team meetings.
- Ability to build rapport and maintain cooperative and positive relationships with colleagues and key stakeholders.

Personal Productivity and Growth:

- Demonstrated ability to plan and progress work and deliver on agreed outcomes.
 - Perseverance and resilience in managing competing priorities in a changing environment.
 - A preparedness to seek (and act on) advice and feedback and take opportunities to expand your knowledge and skills and contribute to a positive workplace culture.
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