



Candidate Information Kit

Senior Accountant

Classification	APS Level 6	Number	PC-2408
Status	Ongoing / Non-ongoing ¹	Location	Melbourne / Canberra
Salary Range	\$90,199 – \$107,062 plus 15.4% superannuation	Type	Flexible: Full-time/Part-time
Closing Date	Sunday 1 September 2024	Contact Officer	Catherine Allison Ph: (03) 9653 2122

About the Commission

The Productivity Commission is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians.

¹ A merit pool of suitable candidates may be established and used to fill similar vacancies, either on an ongoing or non-ongoing basis.

About this opportunity

About the team

The Finance and Office Services Team supports the achievement of the Commission's objectives by:

- providing timely and accurate financial and procurement information and advice which supports sound decision making and ensures the ongoing financial sustainability of the Commission.
- ensuring the Commission complies with all relevant legislative and policy/procedural requirements including those relating to financial management, administration and reporting.

About the role and responsibilities

Working under general direction, the Senior Accountant takes ownership of a range of key responsibilities, including:

- Provision of high-quality financial strategy, reporting and advice to internal external stakeholders including:
 - Preparation of internal monthly financial reports and analysis of monthly financial results, including variance explanations.
 - Responding to management requests for financial evaluation and analysis.
 - Assisting in forecasting activities in conjunction with the Assistant Director
 - Substantial contributions to the development of the Annual Financial Statements, Portfolio Budget Statements, CBMS reporting, audit and internal budgets.
 - Coordinating and preparing financial input into Commission reporting requirements including the annual report, senate estimates and questions on notice.
 - Contributing to the efficient and effective administration of finance functions, including month end journals, accounts processing (payable and receivable), tax and asset management.
- Responsibility for the administration of TechOne in conjunction with the Assistant Director, including assisting with system upgrades, integration and streamlining.
- Developing and reviewing finance (including procurement) policies, procedures and guidance.
- Supporting procurement and contract activities across the Commission ensuring compliance with the Public Governance, Performance and Accountability Act 2013 (the PGPA Act) and Commonwealth Procurement Rules.
- Assist with undertaking the procurement of furniture and minor fit-out alterations and the disposal of surplus furniture and equipment in accordance with Department of Finance guidelines.

Key attributes

To be successful in this role, you will need to possess the following attributes:

Professional expertise:

- 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 that 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:

- The ability to build and maintain constructive working relationships - sharing information, collaborating, and consulting with others, interacting confidently and credibly with colleagues and key stakeholders.
- The ability to communicate clearly and influentially – communication (both written and oral) is clear, succinct, contains accurate information and uses suitable language and tone for the audience.

Personal Productivity and Growth:

- Maintain a focus on own development, by actively seeking and acting on feedback and taking opportunities to expand knowledge and skills.
- Display initiative and resilience and responds in a positive and flexible manner to change and/or uncertainty.

Working with us

Be yourself at the Commission

We welcome and celebrate diversity, and value the unique backgrounds, perspectives and experience that each person brings to our workplace. Parents, carers, people of all ages, abilities and genders, people from the LGBTQIA+ community, Aboriginal and Torres Strait Islander people, and people of all cultures and faith are encouraged to apply.

Our values

We are committed to providing a culturally safe workplace where individuals feel respected and valued. Our staff work collaboratively and demonstrate the following behaviours:

- **Takes Responsibility** – taking ownership of tasks and situations at work.
- **Acts with Integrity** – including seeking to uphold the Commission’s principles of independence of analyses, transparency, and taking a community-wide perspective.
- **Respectful** – including being courteous in all interactions with others, and considerate of others’ circumstances and points of view.
- **Collaborative** – including sharing information and feedback in a constructive and timely way and working with others to solve problems and fulfil shared objectives.
- **Open-minded** – including thinking critically, being willing to change views and exploring new ideas and opportunities to improve what and how things are done.

Our staff share the wider Australian Public Service values. We are impartial, committed to service, accountable, respectful and ethical.

What we offer

We have a supportive, respectful and engaging work environment underpinned by:

- a commitment to diversity and inclusion, and supporting staff wellbeing
- a flexible work environment that supports employees to balance work commitments with family,

caring and other personal commitments

- a culture of conversation and real-time feedback, to support a team and individual performance
- a range of learning and development opportunities tailored to individuals' needs at different points in their careers

The Commission offers a competitive salary plus generous superannuation and leave provisions.

We also offer reasonable adjustments for staff, and applicants, with disabilities.

Eligibility

You must be an Australian citizen or, in limited circumstances, in the process of obtaining citizenship, to be eligible for employment with the Commission.

Our application and assessment process

Applications should be submitted via our website, at www.pc.gov.au/careers.

<p>How to apply and what to provide</p>	<p>Complete the online application form by the closing date, and include the following attachments:</p> <ul style="list-style-type: none"> • A concise statement (maximum 1000 words) that tells us a bit about you, including what drew you to apply, and why you believe you are suited to the role and the work of the team, with consideration to the role description and key attributes. • Your resume with your relevant recent experience, qualifications and achievements, and the details of two referees.
<p>Assessment process</p>	<p>Members of a selection committee will consider your application and may contact you to discuss this role and your experience, and/or invite you to an interview with the selection committee.</p> <p>Further assessments may include a work-related test and referee checks.</p> <p>Through the process, your application will be assessed on your ability to demonstrate that you possess, or have the real potential to develop, the required skills, knowledge and experience to perform the role.</p>
<p>Keeping you informed</p>	<p>We will acknowledge receipt of your application via email, and keep you informed on the progress and outcome of your application, as soon as practicable.</p> <p>Please note that applications are not usually assessed by the selection committee until after the closing date.</p>

Further details

Further information about this role is available from the contact officer (contact details are listed on the front page of this kit). For questions about our application and assessment process, please contact the Human Resources team via email at recruitment@pc.gov.au

More information about the Commission is available on our website (www.pc.gov.au).