



Candidate information pack

Chief Finance Officer
(SES Band 2)

Department of Home Affairs

Reference No: 949

Close date: 11.30pm AEST Friday 13 September 2024

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Chief Finance Officer, SES Band 2, Department of Home Affairs

Position description

Position Overview

Reports to:	Chief Operating Officer	Location:	Canberra, ACT Other locations may be considered by exception.
Staff:	5 Direct Reports Assistant Secretary, Financial Operations Branch Assistant Secretary, External Budgets & Revenue Branch Assistant Secretary, Management Accounting Branch Executive Officer, EL1 Executive Assistant, APS5		

Department of Home Affairs overview

Be part of something bigger and make a difference to the nation – join a supportive and diverse environment that encourages innovation and creativity. Contribute to building a prosperous, unified and safe Australia – work in a challenging but rewarding role that touches many parts of Australian life. The Department has a strong culture of performance and delivery across a wide range of functions and we want you to be a part of the team. Our people have a deep commitment to protecting and enhancing the lives of Australians and we want you to be part of the team!

Position Summary

Our Senior Executive Service

SES within the Department of Home Affairs, including the Australian Border Force, provide leadership at both the departmental and whole of APS level. Our SES must demonstrate behaviours and actions that model and promote the APS Values and Code of Conduct. All SES roles are characterised by a high level of accountability for outcomes.

The *Senior Executive Leadership Capability Framework* identifies the skills and behaviours required at the SES Band 2 level. SES Band 2 employees have a strong focus on results and solving complex issues, and help build organisational capability by providing intellectual leadership in their work area.

SES Band 2 employees are forward thinking, self-motivated, resilient and adept at building relationships in a large, complex and fast paced environment. SES Band 2 employees are able to contribute to and communicate the strategic direction of the Department, including through leading work that achieves strategic priorities and objectives.

About the Role

The Chief Finance Officer (CFO) leads the Finance Division and is a key strategic and advisory leader on all financial matters within the Department. The CFO is responsible for overall strategic financial advice to the Department and leadership of the division to ensure key deliverables are achieved, supporting the business objectives of the Department and the Government. The CFO is charged with enabling key outcomes, balanced against financial framework and compliance responsibilities.

Finance Division is responsible for the strategic and day to day financial management of the Department. This includes enabling strategic decision making across the Department through:

- Co-ordination and management of the External budget process;
- Internal budget allocations and strategy to achieve the Government's and Departmental objectives; and

- Provision of advice and day to day management of financial reporting, governance and underpinning operations supporting financial management.

Specific Duties

Support the delivery of Government and Departmental objectives through the effective management and coordination of the external budget process and management of revenue receipts for the Department, including:

- Effectively manage the Department and Portfolio's input to the Commonwealth budget process, inclusive of monitoring comebacks, negotiating costings, and developing NPPs and Cabinet submissions; and
- Reporting of administered revenue collected on behalf of Government, including forecasting and monitoring of performance against budgets set with the Treasury.

Manage the internal budget allocations of the Department to achieve Government and Departmental objectives, including:

- Provision of ongoing strategic internal budget support to all areas of the Department through the group finance partners; and
- Ongoing review and reporting of the internal budget to the Senior Leadership Committee and Departmental business areas.

Manage the day to day financial functions underpinning the operations of the Department, including:

- Accounts receivable, accounts payable, corporate treasury & banking, assets, credit card management and travel functions;
- External financial reporting obligations; and
- Maintenance of the underpinning financial framework, including policies, procedures, delegations, compliance activities and training.

General Responsibilities

- Promote APS and departmental values and behaviours.
- Support continuous improvement in financial management across the Department.
- Provide effective senior leadership to Finance division and more broadly on financial matters.
- Translate organisational vision and strategy into operational reality
- Demonstrate responsible stewardship through effective governance, reporting and resource management and champion this across the organisation.
- Lead change and engage staff through clear communications and proactive stakeholder engagement
- Motivate and manage team performance, including monitoring divisional performance and addressing potential barriers to success
- Build and sustain a high performance culture

Core Capabilities

- Accounting qualifications with membership of CPA Australia or CA ANZ preferred.
- Experienced leader with a solid record of achievements as a senior financial and budget manager.
- Proven leadership capability working with teams in a complex and fast paced environment.
- Display political acumen, strong communication and have demonstrated experience in managing and influencing diverse stakeholders.

Eligibility

The successful candidate must:

- have at least five years' experience in providing senior capability support and advice to Executive Management in relation to financial reporting, the Commonwealth Budget and Financial Framework, revenue management, administered financial governance and fiscal strategies.
- be an Australian Citizen
- obtain and maintain a security clearance at a minimum of Negative Vetting 2

Tenure

The successful candidate will be offered ongoing employment under the *Public Service Act 1999*.

Remuneration

A Total Remuneration Package (TRP) reflecting the importance of the position will be negotiated with the successful candidate. The TRP comprises of:

- Base salary
- Superannuation
- Motor vehicle allowance
- Official parking

Other entitlements (in addition to TRP) may include:

- Airline lounge membership
- Home office support
- Provisions for leave and relevant allowances (e.g. travel) etc.
- Relocation assistance (if relevant)

Eligibility

To be eligible for engagement to the Australian Public Service (APS), applicants must be Australian citizens. There are also restrictions on the employment of people who have received a redundancy benefit from an APS agency or the Australian Parliamentary Service and who is still within their 'redundancy benefit period' or restriction period. These arrangements do not apply to persons who have received a redundancy benefit from a non-APS Commonwealth employer, from a State/Territory Government employer, or from the private sector. There are no restrictions on such persons competing on merit for APS employment.

Prospective appointees will be required to satisfy health, character and security checks.

Please note that, with any vacancy, it is important that you check your own circumstances and ability to meet the eligibility requirements.

RecruitAbility

RecruitAbility applies to this vacancy. You will be invited to participate in further assessment activity for the vacancy if you choose to apply under the RecruitAbility scheme; declare you have a disability; and meet the minimum requirements for the job.

For more information see: www.apsc.gov.au/priorities/disability/recruitability.

Reasonable adjustments

Executive Intelligence Group is committed to all prospective applicants and can provide reasonable adjustments during the application and/or the interview process. If you require **Executive Intelligence Group** to provide reasonable adjustments, please contact our Project Managers: Catherine Jennings or Renee Brassington on 02 6232 2200 for a confidential discussion.

Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' of approximately 1000 words or 2 pages) drawing out why you are interested in the role, what you offer the agency, your skill set, relevant career history and achievements, and your leadership attributes. In preparing your application, we suggest you take account of the following:

- [SES Performance Leadership Framework](#). This sets the expectations for all SES employees.
- [Secretaries Charter of Leadership Behaviours](#). This sets out the behaviours Secretaries expect of themselves, the SES and across all levels of the APS. The Charter focuses on behaviours that support modern systems of leadership within the construct of the APS Values and Code of Conduct.
- [Integrated Leadership System upon which the above behaviours are built](#).

For more information, please [visit the Australian Public Service Commission's page on Senior Executive Service \(SES\) recruitment](#).

In addition to submitting your CV and a statement of claims (or 'pitch') you will be required to fill in some additional fields in our online application form. These include areas such as Key areas of expertise, Major Achievements, Staff Management and Budget Management.

About Executive Intelligence Group

Executive Intelligence Group is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Tricia Searson** or **Karina Duffey** on **(02) 6232 2200**.

Applications must be submitted through the Executive Intelligence Group website.

How to apply

Executive Intelligence Group has the capability to receive applications online via our website.

A major benefit of lodging an application through our system is that your details will now be saved in your personal, confidential account. This means that, should you apply for any future roles through us, you will not have to re-enter this information and this will hopefully make the application process easier for you. If at any time your personal details change you are able to update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

Important things to note:

- When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with Executive Intelligence Group.
- Please have your CV and statement of claims/pitch ready to upload in a single document. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once it is submitted you will not be able to make any changes;
- In the event that you do not receive an automated email confirming your application has been submitted it is very important that you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to admin@execintell.com.au to let us know. You are unable to withdraw your application directly from the website.

We can be contacted on 02 6232 2200 or admin@execintell.com.au.

How to apply online:

1. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);
2. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
3. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
4. Read the information about applying and press 'Start';
5. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
6. From here you will be guided through an online application form;
7. At the end of the form you will be prompted to upload your CV and selection criteria/pitch. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your documents in PDF format, we are also able to accept documents in Word format.
8. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
9. Submit your application; and
10. You will receive an automatic email with a copy of your application.