



## Senior Executive Service Band 1 – Assistant Secretary Financial Compliance

Salary to be negotiated with the successful candidate

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| <b>Job Reference Number</b> | <b>DFG/00539/26</b>  |
| <b>Position Location</b>    | <p>Canberra, ACT and Melbourne, VIC</p> <p><b>Defence provides relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances.</b></p> |
| <b>Employment Status</b>    | Ongoing & Non-Ongoing – Actual Vacancy – Full Time   |
| <b>Security Level</b>       | Negative Vetting 1   |
| <b>Working Arrangements</b> | <p>On Site</p> <p><i>Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.</i></p>   |
| <b>Closing Date</b>         | <p><b>11.30pm (AEDT), Monday 16 February 2026</b></p> <p><b>Extensions may be granted in exceptional circumstances only. Applicants requesting an extension must contact the Contact Officer 24 hours prior to the vacancy closing date.</b></p>       |
| <b>Contact Officer</b>      | <p>Karina Duffey and Tricia Searson – Executive Intelligence Group (EIG)</p> <p>02 6232 2200, quoting reference number 1037</p> <p><a href="mailto:admin@execintell.com.au">admin@execintell.com.au</a></p>  |

# Introduction

Defence is seeking dynamic senior executives to drive the organisation forward and deliver on Defence's mission – to defend Australia and its national interests.

As part of the Senior Leadership Group, you will play a key role in promoting and influencing a shared commitment to the strategic direction of Defence, as most recently detailed in the [National Defence Strategy](#).

You will:

- Lead and manage a branch practicing inclusive leadership, collaboration and integrity;
- Demonstrate strong judgement and capitalise on innovative alternatives to resolve complex problems;
- Effectively challenge the status quo when required;
- Demonstrate resilience and personal accountability for the quality of advice and delivery of results; and
- Demonstrate exceptional communication skills, both written and verbal.

The ideal candidate will be a collaborative leader, exemplify the [Defence Values and Behaviours](#), and engender a culture of innovation and agility. They will be self-aware, positive in considering and respecting a diversity of ideas and perspectives of others. They will demonstrate the capability to provide timely and accurate advice to senior leaders and Government on complex matters. They will have outstanding judgement, strategic awareness, and parliamentary and media acumen.

As part of this selection process, a Merit Pool of highly suitable candidates will be established to fill current vacancies and any similar vacancies that may arise over the next 18 months.

# Your Role

The Department of Defence is seeking a high performing leader to fill the position of Assistant Secretary Financial Compliance (AS FC). Reporting directly into the First Assistant Secretary Budgets and Financial Services in the Defence Finance Group (DFG), the primary accountabilities of the role is the leadership of the Defence financial statements, monthly financial reporting, financial compliance, travel policy, financial policy and taxation.

The Financial Compliance Branch is geographically dispersed (primarily across Melbourne and Canberra) consisting of approximately 100 APS employees plus contractors. The AS FC is a central role with high visibility and tempo. Having recently implemented a new Enterprise Resource Planning system, the coming years will focus on ensuring it is effectively embedded into processes and supports Defence's financial reporting obligations.

As a member of the DFG senior leadership team you will play a key role in managing Defence's financial reporting obligations and helping all Defence personnel to understand and meet their financial obligations. This will require you to have strong interpersonal skills, working across Defence, with the Department of Finance and the Australian National Audit Office (ANAO).

Defence has over \$158 billion in assets and incurs expenditure in excess of \$55 billion across the year. The AS FC role has responsibility for:

- the management of a control framework to support the complete and accurate reporting of all financial transactions;
- the establishment of financial and asset accounting policies;
- meeting monthly and annual reporting obligations;
- managing the relationship with the ANAO, Defence Audit and Risk Committee, and coordinating activity to support the annual financial statement audit;

- management of the tax compliance and lodgment obligations;
- financial and travel policy designed to ensure that Australian Defence Force members and APS personnel understand and meet their financial obligations;
- establishment of compliance and assurance frameworks designed to detect and correct non-compliance; and
- development and provision of learning solutions to improve understanding and compliance and to enhance financial literacy across managers and decision makers within Defence.

Our ideal candidate will be a self-starter that exemplifies the One Defence Leadership behaviours and be innovative, consultative, resilient and personally accountable for the quality of advice and the delivery of results. They will have a continuous improvement mindset, be able to multi task across a broad remit, objectively identify risks or opportunities and implement controls and processes to address.

Given the technical nature of the role, you will possess technical accounting credentials required to manage the team, including experience engaging with external and internal audit functions (mandatory). You will be self-aware, positive in considering and respecting a diversity of ideas and perspectives, bring a “we can if” mindset, and have the courage to challenge the status quo.

## Duty Statement

Within a framework of workplace diversity and a safe working environment, perform the following duties:

1. Provide exemplary leadership and management across both the Financial Compliance Branch within DFG;
2. Provide timely, accurate and considered advice on complex financial management matters drawing upon expertise and knowledge of financial legislation and Defence policies;
3. Manage Defence’s Financial Statements activities including financial performance monitoring and reporting, establishing effective financial management controls and managing the financial statement audit process;
4. Manage the activities of the following Directorates within DFG:
  - a. Financial Reporting
  - b. Asset Accounting – Canberra
  - c. Asset Accounting – Melbourne
  - d. Financial Policy
  - e. Financial Compliance Assurance
  - f. Financial Learning
  - g. Travel Policy, and
  - h. Tax Management.
5. Establishing and embedding contemporary best practice and consistency within the finance function to ensure that Defence is operating in accordance with its relevant legislative requirements including the *Public Governance, Performance and Accountability Act 2013*; and
6. Liaise with and provide advice to Senior Defence Committees, including the Defence Audit and Risk Committee.

## Mandatory Qualifications

Mandatory tertiary qualifications (CA or CPA) and extensive experience in financial accounting, with proven dynamic leadership ability of a high order are required.

Candidates who are experienced, capable and qualified financial accountants with extensive experience undertaking financial activities and functions in large organisations will have a distinct advantage.

## Our Group

The role of DFG is to provide the full range of financial advice, services and systems to the Defence Portfolio. DFG consists of two divisions: Financial Performance and Management (FPM) Division, and Budgets and Financial Services (BFS) Division. FPM Division provides client facing finance partners across the country working closely with Defence Groups and Services to deliver management accounting, advice and support. BFS Division delivers the full range of central financial functions, including Commonwealth and internal budgeting, statutory financial reporting, financial systems, operations, tax management and policies.

With a growing team of over 700 people spread across Australia, with sizeable footprints in Canberra, Melbourne and Sydney, DFG is the largest finance function in the Commonwealth. We can offer a significant depth of career opportunities for finance professionals, accountants, financial systems experts or financial policy specialists.

DFG manages over \$55 billion in funding, with expenditure of over \$100 million per day, with a huge variety of large complex projects running in parallel. The breadth of technical challenges and opportunities to develop and grow your experience and leadership capabilities are second to none.

Career development and movement is actively encouraged with a huge variety of subject matter areas to choose from. DFG encourages you to 'choose your own career adventure', progressively build your capabilities by moving through an enormously diverse organisation, under the stability of one employer.

DFG have been undertaking an expansive reform journey to ensure we are a trusted and professional business partner, delivering financial insight to inform decision-making across Defence. DFG works as one cohesive unit with a structure now harmonised with most other Commonwealth agencies. We are a large team that is actively sharing ideas and collaborating across an enormously diverse business.

As we enter the next exciting phase, including major investment in systems and automation, as well as process and policy reform, we are looking for new talent from the private and/or public sector with fresh ways of thinking to join our rejuvenated culture.

## Additional Information

Engagement may be negotiated on an ongoing or non-ongoing basis. To be eligible, applicants must be Australian citizens. This is a security-designated position and the successful applicant will be required to hold or obtain a security clearance at the Negative Vetting 1 level.

The location of the position is in **Canberra or Melbourne**, and the associated remuneration package includes superannuation, executive vehicle allowance and, where applicable, relocation expenses. The salary component for this position may be negotiated with the successful candidate.

A Merit Pool of highly suitable candidates will be established to fill similar vacancies that may occur within the next 18 months.

To discuss the requirements of this position, after first reviewing the selection documentation, please contact Karina Duffey and Tricia Searson at EIG, quoting reference number 1037.

For Senior Executive Service administrative recruitment enquiries, please contact the Directorate of Senior Officer Management at [DPG.DSOM@defence.gov.au](mailto:DPG.DSOM@defence.gov.au).

## Our Organisation

Defence's primary role is to defend Australia and its national interests, promote security and stability, and support the Australian community as directed by the Government. Further information about who we are, Defence's mission and our values and behaviours can be found at [Who we are | About | Defence](#).

In Defence, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. The size, complexity and diversity of work in Defence means that you can have multiple jobs or careers within the same organisation. You are able to undertake interesting, challenging and unique work ranging from intelligence and strategic policy through to human resources, communications, infrastructure and engineering, and information technology.

## Our Benefits

Defence offers a range of benefits, opportunities and conditions that you will be able to access while working with us.

- Competitive salary with the flexibility to negotiate based on skillset and experience
- Generous employee Superannuation contributions of up to 15.4%
- Generous entitlements, allowances and working benefits, further information can found at [APS pay and benefits | Jobs & Careers | Defence](#)
- Learning and development opportunities through:
  - Defence Education Assistance and Programs to support APS employees in gaining professional qualifications
  - Defence Online Academy to provide APS employees with a range of online training
- SES employees must exemplify the [Defence Values and Behaviours](#)
- Career development and progression opportunities, further information can be found at [Career development | Jobs & Careers | Defence](#)

## How to Apply

Applications must be submitted online through our [Online Recruitment System](#) located at Defence APS Careers. Further information on how to apply through our Online Recruitment System can be found in the [Applicant User Guide](#). Your application will need to include:

- Your current Resume/CV
- Applicants are asked to provide an up to **600 word** application addressing their claims against the Position Description and Duty Statement contained within this Information Pack, with a focus on leadership, integrity and results.
- Details of two referees (one being your current supervisor)

Prior to preparing your response consider the following:

- Role requirements outlined in 'Your Role' and 'Our Ideal Candidate' section of the information pack.
- Recommended to review the [Work Level Standards](#) and [Integrated Leadership System](#) relevant to the classification you are applying for.

Further information on how to write your response can be found at '[Cracking the Code](#)'.

If you are experiencing technical problems please contact [YourCustomer.Service@defence.gov.au](mailto:YourCustomer.Service@defence.gov.au) for assistance.

Vacancies will be extended **in exceptional circumstances only**. Applicants requesting an extension must contact the Contact Officer **24 hours prior** to the vacancy closing date.

Please note online testing and/or video interviews may be used for this recruitment activity. If you experience technical problems with testing or video interviews please contact [Criteria online support system](#).

The application process has essential information for prospective applicants to Australian Public Service (APS) jobs in Defence. Further information about the application, selection, outcome and commencement process can be found at [Application process | Jobs & Careers | Defence](#).

## RecruitAbility

The RecruitAbility scheme applies to this vacancy. The Department of Defence is committed to supporting the employment and career development of people with disability.

More information on the RecruitAbility scheme can be found at [APSC Recruitability Scheme](#) homepage.

## Eligibility

Employment with the Department of Defence is subject to conditions prescribed within the *Public Service Act 1999*.

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| <b>Citizenship</b>        | To be eligible for employment with Defence applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.   |
| <b>Health Assessment</b>  | As a condition of engagement, a pre-employment health assessment may be required where there are physical or medical requirements for the role. Current APS employees may also require a health assessment, or similar, to provide for promotions or transfers which require a health assessment. Your contact officer can provide further guidance on whether this is required for your role. |
| <b>Security Clearance</b> | The Australian community requires the highest level of integrity from Defence employees. The preferred applicant will be required to successfully undergo the <a href="#">security clearance</a> vetting process at a specified clearance level. Further information about security clearances can be found at <a href="#">Australian Government Security Clearance Applicant Guide Book</a> . |

## Thank you for your interest in the Department of Defence