



A NEW OUTLOOK FOR YOUR CAREER

Finance Manager, Budget & Analytics

Executive Level 2 (APS employees only)

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| JOB REFERENCE NUMBER | 60015174 |
| CLASSIFICATION | Executive Level 2 (Senior Officer Grade B) |
| GROUP | Enterprise Services |
| PROGRAM | Finance |
| LOCATION | Melbourne |
| STATUS | Ongoing |
| WORKING HOURS | Full time |
| SALARY RANGE | \$119,495 to \$134,208, plus an additional 15.4% superannuation |
| CLOSING DATE | 11:30pm AEST/AEDT Tuesday 29 th September 2020 |
| APPLICANTS | Australian Citizenship – see Eligibility Requirements |
| CONTACT OFFICER | Marina Perri, Manager Finance & Performance Phone: 03 9669 4959 Email: marina.perri@bom.gov.au |



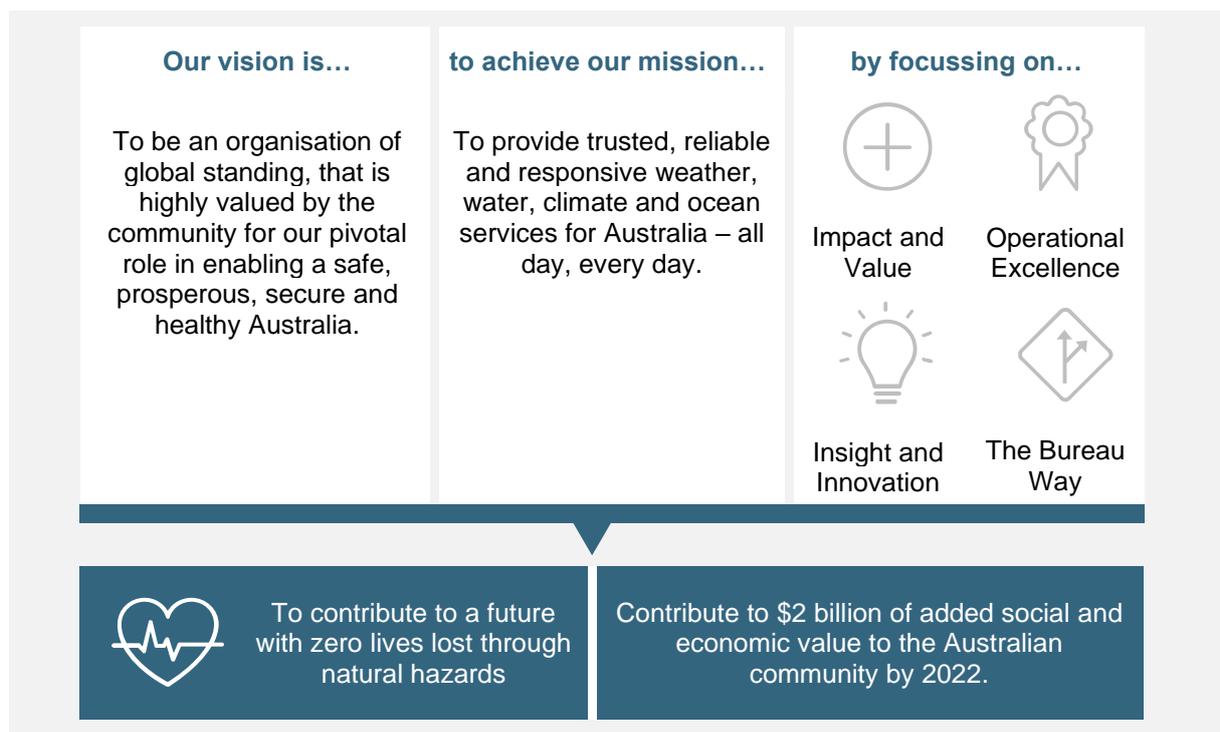
ABOUT US

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific.

We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunamis and tropical cyclones.

Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focussed scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services.

We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.





WORKING AT THE BUREAU

The Bureau represents a dynamic and exciting opportunity. A role with the Bureau involves:

| OUR WORK | OUR PEOPLE | OUR ENVIROMENT | OUR EXPIERIENCE |
|--|--|---|--|
| Purpose-driven impactful work that brings real benefit to the Australian Community, businesses and industry. | A deeply passionate and highly skilled workforce that continuously challenges the status quo to achieve greater impact and experiences for our colleagues and customers. | A world class organisation with excellent workplaces in great locations, access to cutting-edge technology and a safe and inclusive environment for everyone. | A commitment to professional development and growth, backed by clear career pathways and training opportunities, and complimented by a competitive remuneration package. |

POSITION OVERVIEW

The Bureau of Meteorology has adopted a new strategy and wishes to align its financial management with the objective to provide a value added strategic financial management function that will ensure decision making which supports the long-term financial sustainability of the Bureau.

The Finance Program is enhancing its capability, systems, processes and frameworks to better serve this objective.

We are seeking a dynamic person to support the Manager of Finance and Performance, and our stakeholders, in leading the Finance Program analytics and external budget across the Bureau.

ROLE RESPONSIBILITIES

The responsibilities of the role include but are not limited to:

1. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
2. Ensure effective financial management, plans and strategies for the Bureau are in place by directing the development and management of Bureau and Group/Program annual budgets, as well as the consolidated budget process across all fund sources. This includes ensuring the integration of cost drivers for all budget developments and reporting.
3. Ensure the consolidation of the Bureau's budget model and 4-year planning cycle (i.e. aligns external budget PBS, Bureau Strategy and Group Plans) by leading and managing the continuous development of appropriate financial forecasting tools and methodologies
4. Ensure clients can readily identify and qualify budget variances by providing operational reports to enable tracking against budget.
5. Direct, control and coordinate the activities of the Financial Budgets Unit involving the development of accrual budgets for Bureau Appropriations, Portfolio Budget Statements and the cash based internal Bureau allocations by program and organisation, analysing budget performance and HR strategies and budgets.



6. Provide analytical advice, support and guidance on financial and resource management matters, including internal budget development and maintenance, analysis of funding allocations and performance, financial reporting including forecasting, and development of financial recommendations.
7. Responsible for managing the monthly management report that monitors the Group, linking to the Bureau's framework, and provide analysis and suggested actions for improvements.
8. Provide specialist advice and service to the Group stakeholders including regular briefings and meetings on all aspects of the financial management policies and procedures.
9. Provide input to and undertake tasks of a specialised and technical nature including the preparation of papers and reports, and financial modelling.
10. Develop and improve work processes and activities, ensuring compliance with public sector legislative, policy and regulatory frameworks relating to financial management.
11. Negotiate effectively with stakeholders on financial matters to achieve desired outcomes.
12. Liaise on matters associated with the Bureau's finance function on behalf of the Bureau with relevant bodies. These include the Department of the Environment and Heritage, the Department of Finance and Administration, Australian National Audit Office, Comcover and the Australian Taxation Office.
13. Ensure that plans, policies and practices in relation to the various elements of the Bureau's Commitment to Diversity and Inclusion are applied, and that training and development programs are implemented in the work area.

SELECTION CRITERIA

The Bureau encourages applications from all suitably qualified candidates. Applications will be considered based on alignment with selection criteria, which have been matched to the APSC Work Level Standard and Integrated Leadership Systems for Executive Level 2 positions.

1. Shapes Strategic Thinking

- Provide strategic and operational financial advice and support to Group staff, business areas and senior executive team
- Shows judgement, intelligence and common sense
- Contribute innovative approaches to addressing issues and challenges for delivering financial services to the Division and its business areas
- Harnesses information and opportunities

2. Achieving Results

- Steers and implements change and deals with uncertainty
- Builds and monitors effective financial policies and procedures
- Identifies positive opportunities to develop capabilities
- Ensures deliver of timelines

3. Personal Drive and Integrity

- Demonstrates the behaviours required by the APS Values, Employment Principles and Code of Conduct.
- Displays initiative, optimism, and resilience, engages with risk and shows personal



- courage
- Demonstrates self-awareness and a commitment to personal development

4. Cultivates Productive Working Relationships

- Build and nurtures productive relationships with a diverse range of internal and external stakeholders
- Facilitates cooperation and partnerships
- Guides and develops staff
- Proven track records of effective process co-ordination, with the ability to multi-task, meet deadlines

5. Communicating with Influence

- Highly developed verbal and written communication skills
- Listens, understands and adapts to varying stakeholder
- Negotiates persuasively to support in delivery of outcomes

6. Job Specific

- CPA or equivalent qualification desirable, with strong financial management experience – covering all elements of financial management from initial budgetary projection through to final reporting requirements, analysis, application of accounting standards and practices, legislative and statutory requirements.
- Proven experience in costing and engage business areas to identify outputs and use relevant tools to support the business
- Knowledge of the *Public Governance, Performance and Accountability (PGPA Act) 2013* and experience managing financial resources in a Commonwealth Government setting
- Advanced knowledge and experience in Microsoft Excel and SAP.

MERIT POOL

The selection process will establish a merit pool that may be used to fill similar positions within 12 months.

HOW TO APPLY

Applications can be lodged through [BOMCareers](#).

Your application will consist of resume, contact details for two referees and a '800-word pitch' that considers:

- position overview
- job responsibilities
- selection criteria
- relevant sections of the [Integrated Leadership System \(ILS\)](#) and [APS work level standards](#).

The Bureau is an equal opportunities employer. We will support applicants with disability through our [RecruitAbility Program](#) and will provide reasonable adjustments such as access, equipment and other practical support at relevant stages of the recruitment process.

We recognise the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity and is described in our [Diversity and Inclusion Statement of Commitment](#). We strongly encourage qualified applicants from diverse backgrounds to apply.



The Bureau offers flexible working options, reasonable workplace adjustments and an Employee Assistance Program (EAP). Should you have any questions or experience any difficulties with applying online, please contact the Recruitment Team on BOMCareers@bom.gov.au

COVID-19 RESTRICTIONS

We understand there are unique and evolving challenges due to the current COVID-19 pandemic. The Bureau is responsive and making changes to ensure the safety of all candidates and our team.

Under the relevant legislation and guidance of the National Chief Medical Officer:

- Currently all interviews will be held via audio/video conference (across a range of platforms to accommodate personal requirements) unless otherwise advised.
- The successful candidate may be required to carry out the duties remotely for either a period or until otherwise advised.

ADDITIONAL INFORMATION

To find out more about the employment conditions at the Bureau, please refer to the Bureau of Meteorology [Enterprise Agreement 2018](#).