

A NEW OUTLOOK FOR YOUR CAREER



Australian Government
Bureau of Meteorology

Finance Business Partner

APS Level 5

JOB REFERENCE NUMBER	16192
CLASSIFICATION	APS Level 5 (Administrative Services Officer Class 5)
GROUP	Enterprise Services
PROGRAM	Finance
LOCATION	Melbourne
STATUS	Ongoing
WORKING HOURS	Full time
SALARY RANGE	\$73,151 - \$79,725 per annum, plus 15.4% superannuation
CLOSING DATE	11:30pm AEST/AEDT Wednesday, 21 October 2020
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONTACT OFFICER	Marina Perri – Manager Finance and Performance Ph: (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.

Our vision is...

To be an organisation of global standing, that is highly valued by the community for our pivotal role in enabling a safe, prosperous, secure and healthy Australia.

to achieve our mission...

To provide trusted, reliable and responsive weather, water, climate and ocean services for Australia – all day, every day.

by focussing on...



Impact and value



Operational excellence



Insight and innovation



The Bureau way



To contribute to a future with zero **lives lost** through natural hazards

Contribute to \$2 billion of **added social and economic value** to the Australian community by 2022



WORKING AT THE BUREAU

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

1	OUR WORK	2	OUR PEOPLE	3	OUR ENVIROMENT	4	OUR EXPERIENCE
	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 complemented by a competitive remuneration package.

POSITION OVERVIEW

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

The Finance programme will enhance its capability, systems, processes, and frameworks to better serve this objective.

We are seeking a dynamic person to support the Finance Manager, Business Partner/Analytics and Performance. This role will also provide support in business partnering and/or analytics, business case delivery and new policy proposals and the reshaping of the finance function.

ROLE RESPONSIBILITIES

1. Responsible to the Finance Managers, Business Partner/Analytics and Performance in providing support for the delivery of business partnering and/or analytics output charges, business case delivery, new policy proposals and maintenance of the ABC costing process, policy and tool across the Bureau.
2. Provide analytical 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.
3. Support groups in the reporting of the asset investment and capital program including asset management and capital works in progress (CWIP) settlements, employee expenses, operating and revenue funding in line with Bureau policy and procedures.
4. Support the delivery of key advice to Groups on financial forecasting, plan and development of budgets, financial plans and reports of a high order and contribute to the overall planning process of Group resourcing activities.
5. Provide support in the preparation of the monthly management report that monitors the Group, linking to the Bureau's framework, and provide analysis and suggested actions for improvements.
6. Support the manager in the delivery of specialist advice and service to the Group stakeholders including regular briefings and meetings on all aspects of the financial management policies and procedures.



7. Provide subject matter expertise or policy advice relating to financial accounting standards as well as investigate, interpret, and evaluate legislation, directives and policy to assist and guide staff.
8. Provide input to and undertake tasks of a specialised and technical nature including the preparation of papers and reports, financial modelling, annual financial statements and liaising with auditors.
9. Develop and improve work processes and activities, ensuring compliance with public sector legislative, policy and regulatory frameworks relating to financial management.
10. Negotiate effectively with stakeholders on financial matters to achieve desired outcomes.
11. Further undertake any duties as directed by the Finance Leadership Team.
12. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

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 APS Level 5 positions.

1. **Shapes Strategic Thinking**
 - Provide strategic and operational financial advice and support to Group staff, business areas and senior executive team
 - 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
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
4. **Cultivates Productive Working Relationships**
 - Build and nurtures productive relationships with a diverse range of internal and external stakeholders
 - Proven track records of effective process co-ordination, with the ability to multi-task, meet deadlines and possess personal qualities of sound judgement, flexibility, initiative and motivation
5. **Communicating with Influence**
 - Highly developed verbal and written communication skills
 - Understands and adapts to varying stakeholder needs and approach is effective communication
 - Negotiates persuasively to support in delivery of outcomes
6. **Job Specific**
 - Demonstrated proficiency in the following:



- Be appropriately qualified (CPA or equivalent) 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; and
- have 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 on the Bureau's [BOMCareers](#) system.

Your application will consist of resume, contact details for two referees and a '1000-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 jobs@bom.gov.au or phone 03 9669 4401.

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](#).