



A NEW OUTLOOK FOR YOUR CAREER

Financial Compliance & Business Improvement Adviser

APS Level 6

JOB REFERENCE NUMBER	60000380
CLASSIFICATION	APS Level 6 (Administrative Services Officer Class 6)
GROUP	Enterprise Services
PROGRAM	Finance
LOCATION	Melbourne
STATUS	Ongoing or non-ongoing specified task
WORKING HOURS	Full time
SALARY RANGE	\$80,665 – \$91,713 plus an additional 15.4% superannuation
CLOSING DATE	11:30pm AEST/AEDT Sunday 15 th November 2020
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONTACT OFFICER	Contact: Rosemaree Pavlic, Finance Business Improvement Manager Phone: (03) 9669 4400 Email: rosemaree.pavlic@bom.gov.au



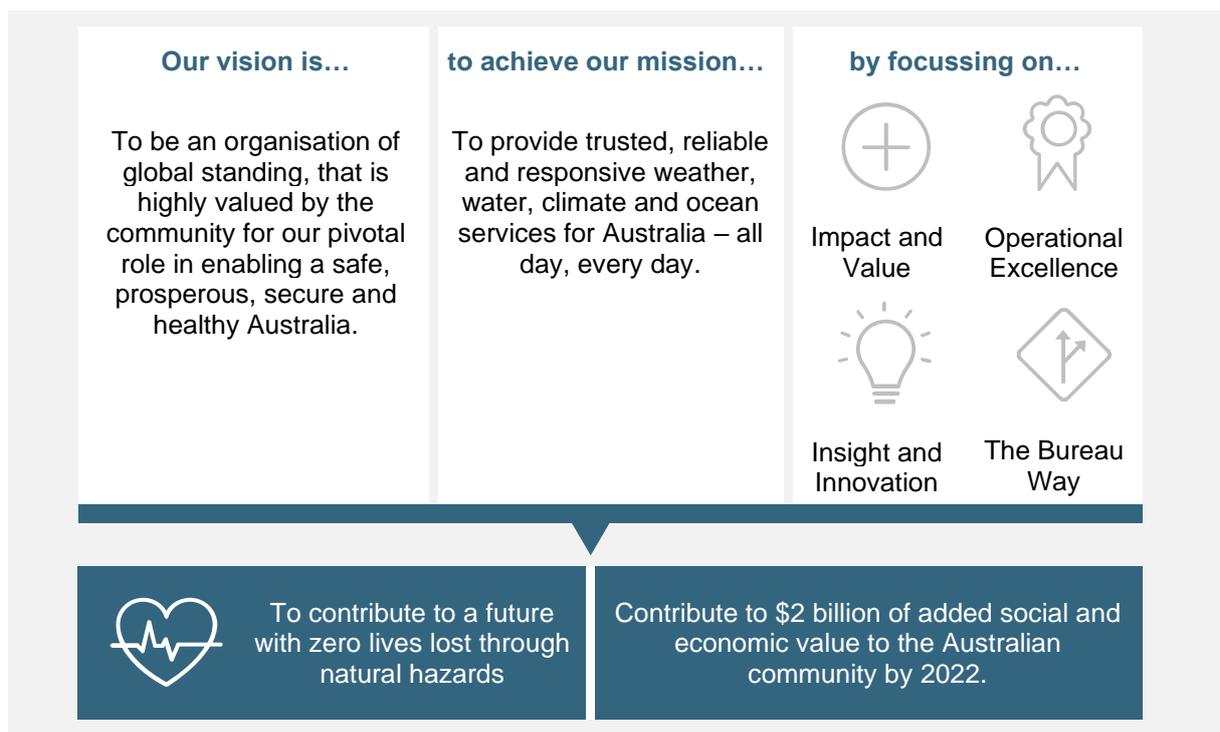
ABOUT US

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 EXPIERENCE
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 is seeking an enthusiastic and motivated change advocate to join the Finance Business Improvement team in Melbourne. As the Financial Compliance and Business Improvement Officer, you will provide financial compliance advice and administrative support to a wide range of stakeholders, both internal and external to the Bureau.

The role will be the central point of contact and subject matter expert for all financial compliance issues, providing project management expertise and support for our rolling program of Business Improvement initiatives.

Your experience will showcase your skills in ensuring the Bureau has a robust financial governance framework established to support the Bureau's goal of 100% compliance through education, compliant systems, policy, processes, procedures, and internal controls.

In this role, you will be required to:

- Establish, manage, document, and communicate finance policy, procedures, processes, internal controls and the Bureau's Authorisations and Delegations instrument
- Research, interpret and apply Legislation, Rules and Guidance, Accounting Standards and ANAO guidance in-line with Commonwealth requirements
- Provide technical advice on complex or escalated issues to be used by stakeholders including the Bureau's Executive
- Establish systematic audit reporting to support financial compliance and audit requirements
- Using different mediums and channels:
 - Communicate and disseminate information to a wide range of stakeholders;
 - Develop, plan, coordinate and deliver training to staff
- Provide technical project delivery and support to our Finance and Business Improvement team
- Identify opportunities for continuous process improvement

You will need to demonstrate your in-depth knowledge of the *Public Governance and Accountability Act 2013 (PGPA Act 2013)*, Australian Accounting and Auditing Standards, including exposure to best practice compliance and governance frameworks are incredibly important to being successful in this role.



Showcase your skills and ability to manage and deliver projects and change initiatives in this pivotal role which supports the team in its drive for continuous improvement in-line with Commonwealth and Industry best practice methodologies.

ROLE RESPONSIBILITIES

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

- Facilitate the introduction and ongoing maintenance of a robust financial compliance and governance framework
- Embed financial governance and compliance into the Bureau, educating staff on their roles and responsibilities in a Commonwealth setting, specifically the Bureau's Authorisations and Delegations Instrument, the PGPA Act 2013, PGPA Rules 2014, the Public Service Act 1999, Accounting standards and other relevant legislation, ensuring that policies and procedures are aligned, current, and fit for purpose.
- Facilitate the establishment of an internal financial compliance audit function to support the framework, providing regular reporting to stakeholders, identifying gaps and opportunities for continuous improvement
- Develop and provide training and guidance to stakeholders, communicating via different channels, presenting, and educating staff on their roles and responsibilities
- Provide reliable, accurate and timely advice and expert opinion consistent with relevant legislation that is easy for users to use and understand
- Develop policy and advice for presentation to the Minister and Executive of the Bureau
- Liaise with other Groups and Programs within the organisation, external agencies and external stakeholders and facilitate cross-agency or multi-agency planning of program delivery
- Complying with all Bureau work, health and safety policies and procedures, taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
- Support the team in the identification and introduction of new systems and tools, seeking opportunities for improvement to existing systems and processes, removing red tape where possible

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 APS6 positions.

Well-developed skills and experience in the provision of financial compliance, policy and process design and project delivery and support

- Have an in-depth understanding of and compliance with relevant legislation and policy frameworks
- Provide technical knowledge in the creation, management, documentation, and dissemination of information in the areas of:
 - Financial governance, compliance, and accountability, with emphasis of its application in a Commonwealth setting; and
 - Finance policy, procedures, processes, and internal controls to support the organisations governance and compliance framework, using appropriate, unambiguous language to articulate and disseminate information to stakeholders
 - Project management expertise to support and facilitate the end to end delivery of a rolling program of continuous improvement initiatives
- Able to work under limited direction with opportunity for autonomy and accountability in interpreting policy and the application of practices and procedures



- Experience with SAP and SAP Concur, along with advanced Microsoft Office Tools (Project, PowerPoint, SharePoint, Word, Excel and Outlook)

Shapes Strategic Thinking

- Demonstrate your ability to make decisions using good judgement, expertise and knowledge in the application of legislation, rules, regulations, best practice principles, organisational policy, operating instructions, procedures and processes
- Propose and facilitate innovation initiatives and contribute to business improvement strategies that support an environment of continuous improvement and to change in workplace practices
- Perform quality assurance of risks and treatments when managing projects or a program of work

Achieving Results

- Develop and manage project plans, including evaluation reporting
- Effectively plan, organise, and manage time to achieve targets within set timeframes, identifying where possible, opportunities for improvement.
- Ability to achieve results in dynamic environment and with limited resources
- Establish clear plans and timeframes for project implementation

Personal Drive and Integrity

- Display initiative, optimism, and resilience, including personal courage in an environment undergoing change, being able to respond in a positive and flexible manner to change and uncertainty
- Always acts professionally and operates within the boundaries of organisational processes and legal and public policy constraints.
- Adopts a principled approach, demonstrating the behaviours required by the APS Values, Employment Principles and Code of Conduct

Cultivates Productive Working Relationships

- Develop and support complex relationships with internal and external stakeholders to achieve work area and agency goals
- Anticipate and respond to stakeholder needs and expectations
- Support stakeholders through change

Teamwork and Communicating with Influence

- Confidently present messages in a clear, concise, and articulate manner, understanding your audience, tailoring your communication style and message accordingly
- Anticipate and respond to stakeholder expectations and concerns
- Produce work requiring little or no revision before finalisation
- Approach negotiations with a clear understanding of key issues, with a clear understanding of the desired outcomes

Desirable qualifications:

Bachelor of Business (Accounting) & Project Management – PRINCE2 and AGILE methodologies - including change management accreditation in Prosci ADKAR change management

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](#).