



Australian Government  
Australian Centre for  
International Agricultural Research



**Job  
information  
pack**

# Multiple Executive Level 1 Finance Vacancies

(Make a difference in the world. Work at ACIAR)

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Position Number:	0083 & 0020
Classification:	Executive Level 1
Salary:	\$122,633 - \$128,889 plus 15.4% superannuation
Branch:	Corporate
Location:	From July 2025, ACIAR headquarters will move to <b>Barton, ACT</b>
Employment Type:	Ongoing

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***Support us to grow food efficiently, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably.***

The Australian Centre for International Agricultural Research (ACIAR) is a statutory agency within the Australian Government's Foreign Affairs and Trade Portfolio. It operates under the *Australian Centre for International Agricultural Research Act 1982*.

ACIAR invests in collaborative research and knowledge-sharing partnerships to improve the livelihoods and resilience of smallholder farming, fishing and forestry communities in Africa, South Asia and the Indo-Pacific. We work with governments and institutions to grow food more efficiently, increase food system resilience, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably. Our partnerships prioritise economic, social and environmental benefits for partner countries, and contribute to the development of our international and Australian partner institutions' research, policy and leadership capabilities. Further information on our current projects, programs and priorities can be found at <https://www.aciar.gov.au/>.

While ACIAR is supportive of flexible working arrangements, this position requires face-to-face contact at our headquarters in Canberra.

## About this exciting opportunity

ACIAR is a small agency with a domestic and international focus. It comprises three branches: Research, Partnerships and Corporate. The Corporate branch provides operational management and comprises five sections: Finance, Human Resources, Information and Communication Technology, Procurement, and Business Engagement and Assurance.

A career in ACIAR's Corporate branch offers a unique opportunity to contribute to meaningful international development in a collaborative and supportive environment. If you're passionate about making a difference, want to be part of a branch that drives positive change, interested in pushing technical and policy boundaries, and value working within a talented and respected team, we encourage you to apply.

The Finance Section is responsible for the management and delivery of effective financial strategies and budgeting outcomes. This includes overseeing the internal budget function, providing external budget support to the Department of Finance and Department of Foreign Affairs and Trade, while ensuring financial policy alignment across the agency's strategic goals. The section also handles financial reporting, investment analysis, and risk assessments to support informed decision-making. The section's efforts ensure the efficient utilisation of resources and contribute to the overall financial health of ACIAR and its domestic and international partners.

**We are seeking high performing and motivated individuals to join our team in the following positions:**

### **Internal Budgets and Investment Analyst**

Working under the general direction of the Chief Financial Officer, this position manages the agency's internal budget function, ensuring alignment with strategic goals. The role involves strong engagement across the agency, analysing investments and resourcing needs, and making recommendations on resource allocation to the Executive. The role also oversees the agency's centralised travel and payroll functions.

#### **DUTIES INCLUDE**

Under the general direction of the Chief Financial Officer, the Internal Budgets and Investment Analyst is responsible for:

1. Maintaining an overview of the agency's financial position in the current year and across the forward estimates, ensuring the Executive is aware of current and emerging funding issues. Reporting monthly to the Executive on the financial position of the agency.
2. Managing the annual internal budget process including the development (in collaboration with General Managers) of Branch and Cost Centre budgets, undertaking mid-year reviews, and producing full-year estimates to ensure maximum utilisation of agency resources.
3. Working with the Financial Accountant prepare external budgeting and reporting requirements, such as forward estimates, portfolio budget statements and annual budget process.
4. In collaboration with ICT support teams, develop financial and investment models, reports, dashboards and visualisations using various tools and platforms to support performance improvement recommendations across ACIAR's core mandate.
5. Collecting, analysing, and interpreting investment data, and presenting the insights and recommendations to the business. Collaborating with other sections, such as Research portfolios and the Impact and Learning team, to align financial strategies with overall organisational objectives.
6. Performing risk assessments on current and potential investments, providing recommendations to mitigate financial risks.
7. Working collaboratively with Human Resources, oversee fortnightly staff payroll processing. Supervise the APS6 Senior Finance and Payroll Officer.
8. Providing training, mentoring, and coaching to other team members on financial analysis tools and best practices. Manage staffing and change management to maintain staff engagement and foster a positive team culture. Manage the agency's centralised Travel function, including travel system (Expense8), policy and procedures.
9. Supervise the APS5 Travel Officer to ensure a high-performing team through ongoing people management, on-the-job training, active mentoring, and continual support.
10. Perform other ad-hoc activities as required or requested.

### **Financial Accountant**

Working under the general direction of the Chief Financial Officer, this position is responsible for providing sound financial accounting and reporting (internal and external) for the organisation, including oversight and management of ledger inputs such as treasury, AP/AR, taxation and assets.

## DUTIES INCLUDE

Under the general direction of the Chief Financial Officer (CFO), the Financial Accountant is responsible for:

1. Prepare, in conjunction with the CFO, end-of-year financial statements and liaise with the external auditor. Prepare and submit financial and other reports to the Department of Finance.
2. Complete end of month processing and reconciliations and confirm the accuracy of financial information. Maintain the integrity and accuracy of the general ledger and guide staff involved in processing information into the FMIS. Resolve complex aspects of the work.
3. Develop external budgets and forward estimates for the Portfolio Budget Statements (and when necessary, the Portfolio Additional Estimates Statements) with input to the Department of Foreign Affairs and Trade.
4. Manage cash flow requirements of the organisation, ensuring that reconciliations between administered and departmental appropriations are undertaken in a timely manner.
5. Manage the AP/AR functions for the agency, including preparation of payment runs and drawdowns.
6. Manage ACIAR's tax obligations including preparation of monthly GST returns, annual FBT returns, and provide Reportable Fringe Benefits information.
7. Maintain and develop the FMIS and provide system administrator services to the Finance Section. Manage ACIAR's fixed assets register. Manage the development of Finance policies and procedures.
8. Supervise APS6 team members to ensure a high-performing team through ongoing people management, on-the-job training, active mentoring, and continual support. Manage staffing and change management to maintain staff engagement and foster a positive team culture.
9. Perform other ad-hoc activities as required or requested.

## Eligibility

- **Australian Citizenship** - our successful candidate must be an Australian citizen.
- **Security clearance** - our successful candidate will be required to obtain and maintain a Baseline security clearance
- **Mandatory Qualifications/ Experience** – our successful candidates will possess qualification as a Chartered Accountant (CA), Certified Practising Accountant (CPA) or an equivalent certification and/or extensive experience in a similar role.

## Contact

After reading this “*Information Pack*” should you require additional information you are encouraged to contact **Samantha Callinan**, Chief Financial Officer (CFO), [Samantha.Callinan@aciargov.au](mailto:Samantha.Callinan@aciargov.au) or 02 6217 0565.

## What you'll need to excel in these challenging roles (*selection criteria*)

Our successful Internal Budgets and Investment Analyst/ Financial Accountant will possess:

1. Demonstrated ability to investigate, research, interpret and evaluate information (including legislation).



2. Knowledge of and practical experience with computer-based financial and accounting information systems (including systems development).
3. Demonstrated ability to manage own performance by prioritising, planning, and organising tasks to achieve desired results and meet strict deadlines, showing initiative and working under limited direction as part of a team.
4. Well-developed oral and written communication skills, including a demonstrated ability to liaise effectively with people at all levels and to contribute to the development and implementation of policy initiatives or corporate strategies.
5. Demonstrated ability to manage financial procedures and systems, and to supervise the performance of staff in the finance section.
6. Demonstrated ability to build and maintain professional relationships, including with external stakeholders to ensure compliance with portfolio and whole of government requirements.

#### **Internal Budgets and Investment Analyst specific criteria:**

- Hands-on experience in internal budgeting and reporting including preparation of whole of agency internal budget processes and executive reporting. Demonstrated ability to build financial capability within the agency by providing formal and informal training to agency staff.
- Experience in office payroll processing, including an understanding of taxation and superannuation.

#### **Financial Accountant specific criteria:**

- Hands-on experience and a high level of technical knowledge in accounting, preparation of financial statements, report writing and reconciliations with a sound understanding and/or significant experience of the government's financial framework.
- Experience in a financial operations role with particular emphasis on the preparation of financial statements, portfolio budget statements and month end processes.

### **What we need from you**

Tell us in 1000 words or less why you are the right person, what you can offer, and how your skills, knowledge, experience, and qualifications are relevant to the role. At the top of your pitch, please indicate which role you wish to be considered for Internal Budget and Investment Analyst, Financial Accountant or both. Please note there are two options for uploading your pitch; you can input your pitch into the covering letter textbox or upload as an attachment (PDF preferred).

Try not to duplicate information that can already be found in your resume but do highlight any specific examples or achievements that will demonstrate your ability to perform the role. Please attach a concise resume (PDF preferred) which clearly outlines your work experience, educational qualifications, and relevant skills.

Please also provide two referees who can attest and validate your credentials and suitability for the role.

*NB: All ACIAR employees demonstrate a commitment to the APS Code of Conduct and Values, as well as to workplace diversity and workplace health and safety. It is also expected that ACIAR employees will have appropriate cross-cultural sensitivities.*