



Australian Government
Australian Centre for
International Agricultural Research



**Job
information
pack**



EL1 Finance Vacancies (multiple)

Make a difference in the world. Work at ACIAR

Position Number:	0020 & 0083
Classification:	Executive Level 1
Salary:	\$126, 803 - \$133, 271 plus 15.4% superannuation
Branch:	Corporate
Location:	Canberra, ACT
Employment Type:	Ongoing/Non-ongoing for a period of up to 12 months with the possibility of becoming ongoing

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.

The Finance and Travel Section is responsible for the management and delivery of the financial operations and strategies of ACIAR. This includes financial management, accounts payable and receivable, financial reporting and budgeting and development and maintenance of financial policies. The section also operates a centralised travel booking team to support ACIAR staff with their travel requirements and associated policies.

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

Internal Budgets, Payroll and Travel Manager (PN0083)

Working under the general direction of the Chief Financial Officer, this position manages the agency's internal budget function, working with budget managers in a business partnering model. The role involves strong engagement across the agency, analysing 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 (CFO), the Internal Budgets, Payroll and Travel Manager 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 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 CFO and Financial Accountant to prepare external budgeting and reporting requirements, such as forward estimates, portfolio budget statements, monthly profiles and annual budget process.
4. Working collaboratively with Human Resources to oversee fortnightly staff payroll processing.
5. Managing the agency's centralised Travel function, including travel system (Expense8), policy and procedures.
6. Overseeing the agency credit card and banking arrangements and associated policies.
7. Supervising the APS team member/s to deliver and ensure a high-performing team through ongoing people management, on-the-job training, active mentoring, and continual support. Work within the team to support and cultivate a positive and effective team culture.
8. Providing backup support for the Financial Accountant function as required.

Financial Accountant (PN0020)

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. Preparing, in conjunction with the CFO, end-of-year financial statements and liaising with the external auditor. Preparing and submitting financial and other reports to the Department of Finance and other government agencies.
2. Completing end of month processing and reconciliations and confirming the accuracy of financial information. Maintaining the integrity and accuracy of the general ledger and guiding staff involved

in processing information into the FMIS. Overseeing all input into CBMS related to monthly figures, annual figures, cash forecast, and cash management. Resolving complex aspects of the work.

3. Working with the CFO and Internal Budget Manager, preparing external budgeting and reporting requirements, such as forwarding estimates, portfolio budget statements, monthly profiles and annual budget process.
4. Managing cash flow requirements of the organisation, ensuring that reconciliations between administered and departmental appropriations are undertaken in a timely manner.
5. Managing the AP/AR functions for the agency, including preparation of payment runs and drawdowns.
6. Managing ACIAR's tax obligations including preparation of monthly GST returns, annual FBT returns, and providing Reportable Fringe Benefits information.
7. Providing system administrator services to the Finance Section. Managing ACIAR's fixed assets register. Managing the development of Finance policies and procedures.
8. Supervising the APS team member/s to deliver and ensure a high-performing team through ongoing people management, on-the-job training, active mentoring, and continual support. Working within the team to support and cultivate a positive and effective team culture.
9. Providing backup support for the Internal Budget Manager function as required.

Eligibility

- **Australian Citizenship** - our successful candidate must be an Australian citizen.
- **Security clearance** - our successful candidate will be required to obtain and maintain a Negative Vetting 1 security clearance.
- **Mandatory Qualifications/ Experience** – our successful candidate 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 Natalie Mogridge a/g General Manager by email hrrsupport@aciar.gov.au or on 02 6217 0527.

EL1 Capability Requirements (Selection Criteria)

Our successful EL1 roles in Finance and Travel Section 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.

Internal Budgets, Payroll and Travel Manager 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 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

At the top of your pitch, please indicate which role you wish to be considered for: Internal Budgets, Payroll and Travel Manager (PN0083) or Financial Accountant (PN0020) or both.

Tell us in no more than 1000 words why you are the right person for the role, what you can offer, and how your skills, knowledge, experience and qualifications make you suitable for the position. Please highlight specific examples and achievements that demonstrate your ability to successfully perform the role.

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 to your application which clearly outlines your work experience, educational qualifications, and relevant skills.

In the application form you will need to provide the details of 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.