

Expression of Interest

Job Description

Position Details	
Title	Finance and Governance Officer
Classification	APS5
Division/Branch/Section	DIRC/NSST Branch
Security Clearance Level	Top Secret

The Job:

The NSST Branch is looking for a motivated and energetic team player to provide the Branch with financial and governance support for the implementation and development of the Branch domestic and international grants programs. The successful applicant will interpret and implement Commonwealth and Departmental policies, regulations and guidelines relating to financial and business management. The applicant will optimally possess a current Top Secret security clearance.

The position is full time and can be either a permanent or temporary transfer (minimum of six months). Consideration may be given to highly suitable candidates looking to fill the role on a part time basis.

Specific Tasks:

1. Develop and maintain financial and contract processes related to the Branch's domestic and international grant programs;
2. Regularly liaise with NSST Branch members on financial and governance matters, including joint project collaborations under international arrangements;
3. Assist with the governance and administration of the NSST Branch's programs, including identifying opportunities for streamlining processes; and
4. Assisting with Branch outreach activities to academia and industry, including assisting with the organisation of community engagement workshops and website management.

Contact Officer:

Ms Marina Tsirbas
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Closing Date:

Wednesday 15 June 2011.

Selection Criteria:

No selection criteria is to be addressed for this EOI, just a one page response addressing the following questions and an up to date CV:

Why are you interested in the position? What can you bring to the role? Please provide an example of recent experience in finance and/or governance duties.



NSST Branch Finance and Governance Officer

Role Scope:

1. Develop and maintain financial and contract processes related to the Branch's domestic and international grant programs, including:
 - a. Maintaining standard financial and contract procedures for the processing of contracts, financial payments and invoices. This will include setting up contracts in the department's financial management system, following up outstanding invoices, uploading scanned copies of paid invoices onto the common drives, updating the relevant database when payments are made, adding hardcopy paid invoices onto files and maintaining the Branch Budget spreadsheet;
 - b. Preparing material on the Branch's programs status to meet corporate governance, international, financial and parliamentary reporting requirements. This will include activities such as completing monthly departmental accrual packs, forecasting and management reports and ensuring the branch is complying with relevant Senate Orders, Commonwealth Grant Guidelines and Chief Executive Instructions;
 - c. Drafting briefs and other financial expenditure documentation to obtain spending approval from relevant financial delegates for Branch activities and programs and to support policy development; and
 - d. Preparing regular documents for the Branch setting out forthcoming financial deadlines and expected payments.
2. Regularly liaise with NSST Branch members on financial and governance matters, including through:
 - a. Daily engagement with the Branch Capability Leaders to discuss program management issues and carry out tasks as identified in (3) below; and
 - b. Fortnightly meetings with the Assistant Secretary, Senior Adviser and International Program Manager to review how the Branch is tracking against agreed budgets.
3. Assist with the governance and administration of the NSST Branch's programs, including:
 - a. Managing and maintaining the Branch's domestic and international program databases;
 - b. Identifying opportunities for streamlining financial or governance processes and procedures, including in relation to the management of Branch projects;
 - c. Ensuring all relevant documentation is stored and available for reference on common drives, relevant databases and files (this will involve finalising the audit of current files);
 - d. Completing project closure briefs for files in consultation with the relevant Capability Leaders; and
 - e. Assisting with the organisation and facilitation of project meetings, which will include contacting project committee members regarding availability, booking meeting facilities and providing general administrative support where required.
4. Assisting appropriately with other Branch activities, including in relation to the work of Capability Leaders, the administration of the international program and the organisation of external or international engagement for the Branch e.g. organisation of themed workshops in Australia or overseas, assisting with administrative duties required pre and post bilateral meeting, investigating points of interest for Capability Leaders and compiling small reports.

Essential Requirements:

1. Tertiary qualifications or extensive work experience in finance management and governance within a government agency.
2. Top secret security clearance.

