



Application package

Position title:	Finance Officer
APS Level:	APS 5 (\$77,779 to \$82,414 plus 15.4% super)
Position offered:	Ongoing part time - 4 days per week (we are committed to supporting flexible working arrangements)
Closing date:	Midnight, Monday 11th April 2022 – we will review applications as they arrive.
Contact Officer:	Anne Beath – Operations Executive Manager
Contact number:	(02) 9432 7000

This application package includes:

- Information on how to prepare your application and the selection process.
- A position description.

About the Agency

The Workplace Gender Equality Agency (WGEA/Agency) is the Australian Government's key agency charged with promoting and improving gender equality for both women and men in Australian workplaces, through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. Our Agency was established by the *Workplace Gender Equality Act 2012* (Act).

Our Agency has two distinct functions: a regulator and driver of change. In our regulatory role we administer the Act which requires all private sector employers with 100 or more employees to report against six gender equality indicators, which have been developed to address the most pressing contemporary challenges to gender equality in Australian workplaces. The Agency is also in the process of expanding to collect data from the public sector.

As a driver of change our Agency seeks to motivate, educate and influence improved gender equality in Australian workplaces by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships between the Agency and its stakeholders, using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues.

Further information about our Agency is available at www.wgea.gov.au

How to prepare your application

Eligibility to apply

Applicants **must** be Australian citizens. Baseline clearance or the ability to achieve clearance.

Diversity

The Agency values the contributions of people with different backgrounds, experiences and perspectives.

The Agency encourages and welcomes applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people.

You can tell us in your application or when called in for interview if you need any adjustments to help you participate equally in the selection process.

Questions about the position

The contact officer is available to answer any questions you have about the position. You will find their contact details on page one of this application package.

Lodging your application

Your application should be emailed to recruitment@wgea.gov.au.

Late applications

Late applications will not be accepted unless exceptional circumstances exist.

Preparing your application

You should include the following information in your application:

- **Personal details** including your contact details.
- A **summary** of your work experience (CV/Resume).
- A **cover letter/statement** outlining how your skills, experience and qualifications will help you to meet the requirements of the role. This will help the selection panel make an informed assessment of your suitability.
- Details of **two recent referees** including your current or most recent supervisor (we will seek your permission before we contact your referee)
- Any further relevant information.

Selection Panel

A selection panel (usually three people) will be formed to consider all applications and to develop a shortlist of applicants for further assessment. This assessment can take many forms but will usually include a face to face (or video) interview and may **also include a short practical exercise**.

Availability for interview

If you are shortlisted for an interview you can expect at least two days' notice. If you are not short-listed for interview, you will be notified in writing.

Interviews are planned to occur **late mid-late April 2022** with offers expected to be made **within two** weeks of interview.



Position description

Position number:	23686
Position title:	Finance Officer
APS Level:	APS 5
Position offered:	Ongoing role, part time – 4 days per week (committed to supporting flexible working arrangements)

Purpose of the position

The Finance Officer is a key member of the Operations team and is responsible for the efficient and effective execution and administration of assigned finance activities to meet the operational and delivery needs of the Agency. This role assists our Finance Manager in various financial management tasks including accounts payable and receivable, general ledger, transacting financial reports, reconciliation of balance sheet accounts, as well as preparing financial requirements for the Agency.

Key capabilities for success in this role is the ability to apply excellent analytical and numerical skills, outstanding organisational and time management skills, a strong attention to detail and accuracy, a proactive approach to problem solving in delivery of work and the provision of financial accounts support across the Agency.

The Operations team collectively provides foundational, professional support to the Agency ensuring organisational effectiveness across financial management, human resources management, executive and corporate support, and Agency governance.

Expected outcomes and accountabilities

Reporting to the Operations Executive Manager with technical guidance from the Finance Manager the Finance Officer is accountable for:

- providing professional expertise in processing accounts payable, accounts receivable, travel expenses, cab charge, credit cards and vouchers, general ledger, and other accounts duties in accordance with WGEA financial management policies and practices, and other statutory requirements
- preparing balance sheet reconciliations, ensuring that all items are actions and cleared on time
- contributing expertise to the Agency Audit process (interim and final audits) with queries and supporting documentation
- preparing financial requirements for the Agency (e.g. BAS and FBT returns)
- ensuring compliance of all Finance transactions with governance protocols, following and adopting as appropriate, all policies and procedures, as well as legislative requirements
- providing professional accounts information for external and internal reports, appropriation drawdown, surveys and other finance information as required
- providing accounts service support with internal and external stakeholders
- ensuring effective finance and administration record management, including archiving
- ensuring effective asset stocktake and administration record management
- contributing to Operations team projects and to other Agency projects as required (e.g. E-invoicing implementation and GovERP project).

Expected capabilities

- demonstrated understanding of basic and accrual accounting principles, including considerable experience in accounts payable, accounts receivable, reconciliations, debtor management, and general ledger reconciliations



- hold diploma qualification in accounting, business, commerce or a related field with relevant experience in transactions processing or shared services functions and/or equivalent combination of relevant training and professional experience
- solid knowledge of financial and accounting procedures
- knowledge of financial management regulations and procurement
- technically proficient in using Accounting program/system capability (SAP, Tableau etc.)
- excellent analytical and numerical skills
- advanced capability in Microsoft Excel
- demonstrated personal integrity particularly in relation to maintaining and managing confidential data
- sound judgement and problem-solving skills, this includes taking a proactive approach and personal responsibility for accurate and timely completion of work
- ability to confidently present messages in a clear, concise, and articulate manner. Focusing on key points and using appropriate, unambiguous language
- build and sustain positive relationships with team members, stakeholders and clients. Responsive to needs and changes in client and stakeholder expectations
- work independently and flexibly, with limited supervision, analysing and using some judgement to select an appropriate course of action in a busy office environment
- able to demonstrate a principled approach to the APS Values and Code of Conduct, always acting professionally.
- Baseline Security clearance or the ability to obtain clearance (this includes being an Australian Citizen)

The Agency

What we are looking for

- People who are committed to supporting and delivering change in Australian workplaces.
- People who engage with the future direction of the Agency.
- Flexible and adaptable people to meet immediate needs and future challenges.
- Leaders committed to creating a positive workplace culture.
- Team oriented people who have energy and are determined to succeed.
- People who can make reasonable decisions and exercise judgment.
- People who are open and accountable and of high integrity.

What we offer

We value our staff and encourage our employees to be adaptable and collaborative. Our staff are key to our success. We offer:

- A culture that is committed to achieving results and values innovation.
- Opportunities to work on agency wide projects and collaborations.
- Flexible working arrangements and excellent working conditions.
- Attractive salary packages including generous superannuation and a range of other benefits.

