

**CANDIDATE PACK**

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| **POSITION DETAILS** |
| **REFERENCE NO** | 35100 |
| **TITLE** | Finance Manager |
| **CLASSIFICATION** | EL1  |
| **EMPLOYMENT TYPE** | Ongoing |
| **WORKING HOURS** | Full-time |
| **OFFICE ARRANGEMENT** | Hybrid with work from home considered |
| **SALARY** | $115,443 to $125,832 pa plus 15.4% superannuation |
| **SECTION** | Finance and HR |
| **TEAM** | Finance |
| **ELIGIBILITY** | * Australian Citizenship
* Security Clearance (after commencement)
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| **CONTACT OFFICER** | Peter Gilmore (02) 6270 8126 |
| **OPENING DATE** | Wednesday 1 October 2025 |
| **CLOSING DATE** | Tuesday 14 October 2025 (11:59pm) |
| **SPECIAL NOTE** | This is an ongoing opportunity.Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles. |

# ABOUT US

The Museum of Australian Democracy (MoAD) at Old Parliament House is located inside a heritage- listed building that was once home to Australia's Parliament (1927 to 1988).

True to our building’s original brief, we provide a ‘people’s place’, where big ideas are explored.

We share the story of Australia's democracy through exhibitions, events and education programs, as well as through our rich online collection of stories, objects and resources.

At MoAD, we celebrate the Australian democratic journey. We seek to provoke thought and inspire conversation by sharing stories and objects that played a part in shaping the nation as it is today.

Careers at MoAD are varied, from human resource officers, exhibition curators, heritage officers and learning facilitators, to digital producers, finance officers and IT specialists. We are a small agency, working in a dynamic environment, sharing our democratic and political history in a heritage-listed building.

MoAD is an inclusive and rewarding workplace that values the contributions of all our staff. We encourage applications from First Nations Australians, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people. We are committed to a safe and supportive workplace which includes flexible working practices.

MoAD employees are engaged under the [*Public Service Act 1999*](https://www.legislation.gov.au/C2004A00538/latest/text)and are subject to the terms and conditions of employment in the [*OPH Enterprise Agreement 2024-2027*](https://moadoph.gov.au/sites/default/files/2024-04/oph-enterprise-agreement-2024-2027.pdf)*.*

# POSITION DETAILS

The Finance team is committed to providing excellent client focused services to MoAD staff and is responsible for the financial management of MoAD, including:

* Financial operations such as accounts payable and receivable, treasury and cash management.
* Internal budgeting for both operational and capital budgets and providing financial advice to internal stakeholders.
* Asset management across a long-term lifecycle.
* Provision of high-quality financial reporting for internal and external stakeholders.
* Financial statement preparation and related month and year-end processes.
* Maintaining MoAD’s internal financial control environment and related administrative procedures.
* Financial Policy including financial delegations and Accountable Authority Instructions (AAI’s).
* External Budget management including maintaining MoAD’s entries into the Government’s Central Budget Management System (CBMS).

The Finance Manager leads a small team responsible for MoAD’s BAU financial operations, financial accounting, and budget and financial reporting. The Finance Manager reports to the CFO, and supervises the Senior Finance Officer (who has two direct reports), and also the Budget Officer, to ensure outcomes are delivered to a high quality within required timeframes.

# ROLE RESPONSIBILITIES and DUTIES

Under the direction of the CFO, the Finance Manager will:

* Support MoAD’s financial operations and financial accounting, including through endorsing monthly and annual reports and reconciliations.
* Deliver high quality and timely monthly, quarterly and annual financial reports for internal and external stakeholders. As part of this, lead annual financial statements preparations as key contact with the ANAO during audit planning, and interim and final audit phases.
* Authorise MoAD’s external reporting requirements in CBMS including monthly and annual actuals and estimates. Support the CFO in the external annual Budget reporting cycle performance and compliance.
* Supervise and lead the team, including reviewing and approving their work, providing clear instruction and guidance, and providing timely feedback through performance development, mentoring and professional development support.
* Coordinate and ensure compliance with financial law as reflected in financial policies,
procedures and work instructions.
* Coordinate and assure regular reporting requirements such as senate estimates briefings, responses to Questions on Notice, and surveys from other Government agencies.
* Engage with, and provide high quality service and support, to internal and external stakeholders.
* Lead process and system improvements under the guidance of the CFO.

# OUR IDEAL CANDIDATE

To be successful in this role you will need to demonstrate:

* Well-developed communication (written and oral), presentation and interpersonal skills, including demonstrated capacity to liaise with prominent stakeholders.
* Ability to manage delivery of multiple competing tasks, including by establishing clear work plans to meet timeframes within a limited resourcing footprint.
* Demonstrated capacity to lead a team within a changing environment, balancing multiple priorities with a high degree of accountability.
* Demonstrated ability to lead and mentor, share knowledge, give and take constructive feedback and support individual team members’ professional development.
* Experience in the use and understanding of financial systems including financial management information systems, Microsoft Excel and business intelligence software.
* Technical accounting skills, evidenced by CA or CPA accredited or close to completion and demonstrated on the job experience.
* Experience within the Commonwealth Government is highly desirable.
* Experience in implementing new financial planning and reporting systems is highly desirable.
* Experience across broad finance functions as outlined in the position’s role responsibilities and duties is desirable. Appropriate support will be provided as required.

# YOUR APPLICATION

Please provide a:

* + concise statement of claims of no more than 2 pages. When framing your statement, please ensure you adequately demonstrate your skills, qualifications, experience and capabilities.
	+ Resume outlining your career history, qualifications and contact details for at least two recent referees (no more than 4 pages).
	+ coversheet from the [MoAD Website](https://www.moadoph.gov.au/about/careers).

MoAD accommodates requests for reasonable adjustment for people with disabilities to participate in an interview, including offering onsite tours to potential employees before their interviews to gauge any possible access barriers and to comfortably see staff spaces before committing to interview or the job position. Please indicate this in your cover sheet or contact the recruitment officer on 02 6270 8235

or 02 6270 8127.

# ELIGIBILITY

To be eligible for this position at MoAD, applicants must:

* + be an Australian Citizen; and
	+ have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement); and
	+ be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

# SUBMISSION OF APPLICATION

Your application should be submitted by the closing date to applications@moadoph.gov.au

For noting:

* + Your application will be automatically acknowledged. If you do not receive an automated receipt, please email recruitment@moadoph.gov.au
	+ Applications received after closing will not be accepted unless a prior arrangement has been made with the contact officer.