

CANDIDATE PACK

POSITION DETAILS	
REFERENCE NO	35115
TITLE	Accounts and Treasury Officer
CLASSIFICATION	APS 3
EMPLOYMENT TYPE	Ongoing
WORKING HOURS	Full-time or Part-time considered
OFFICE ARRANGEMENT	Hybrid with work from home considered
SALARY	\$66,975 to \$73,185 pa plus 15.4% superannuation
SECTION	Finance and Procurement
TEAM	Finance
ELIGIBILITY	<ul style="list-style-type: none"> • Australian Citizenship • Security Clearance (after commencement)
CONTACT OFFICER	Carol Allnutt 0421 588 865
OPENING DATE	Wednesday 2 April 2025
CLOSING DATE	Monday 21 April 2025 (11:59pm)

SPECIAL NOTE

This position is Ongoing

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.

RECRUITABILITY

RecruitAbility applies to this vacancy. Under RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position. For more information visit the [APSC website](#).

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](#) and are subject to the terms and conditions of employment in the [OPH Enterprise Agreement 2024-2027](#).

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.
- Capital 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 Accounts and Treasury Officer is an integral part of the Finance Team and focuses primarily on accounts payable, accounts receivable and treasury operations. The Accounts and Treasury Officer reports to the Finance Officer and ensures financial operations are performed to a high quality within required timeframes.

ROLE RESPONSIBILITIES and DUTIES

Under the direction of the Finance Officer, the Accounts and Treasury Officer will be required to:

- Perform the accounts receivable and payable function with regard to appropriate government regulations and internal procedures. This includes checking delegations, ensuring appropriate coding, cost center allocation and internal budget checks.
- Follow up aged accounts receivable, confirming expected payment dates and re-issuing invoices as appropriate under the Accountable Authority Instructions.
- Assist with managing the finance query email inbox and provide advice to staff, creditors and debtors as required.
- Assist with the administration of finance systems such as the credit card acquittals and the purchase to pay system, including quality assurance activities and importing/exporting data between systems.
- Assist with banking, which includes counting donations, banking cheques and preparing payment runs.
- Assist in month end reconciliations and basic asset management activities.
- Undertake general administration duties that include but are not limited to: Filing; collating and binding reports; advising IT section of changes to intranet and internet general administration sites; coordinate and provide assistance to OPH staff with travelling requirements; assist in the general running of the finance function as required. Prepare month and year-end balance sheet reconciliations.
- Other finance functions as advised.

OUR IDEAL CANDIDATE

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

- Well-developed communication (written and oral), presentation and interpersonal skills, including the ability to liaise with internal and external stakeholders.
- Ability to prioritise competing tasks, establish clear work plans and timeframes.
- Ability to work independently and as part of a team within a changing environment, balancing multiple priorities with a high degree of accountability.
- Demonstrated ability to show initiative, share knowledge, take on constructive feedback and take responsibility for personal development.
- Willingness to learn new systems and processes.
- Experience in accounting and reporting functions as outlined in the position's role responsibilities and duties will be highly desirable.
- Proficiency in the use of Microsoft Excel and financial management information systems such as MYOB is highly desirable.
- Currently working towards tertiary qualifications in Accounting, Commerce, Finance or a related field are highly desirable.

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](#).

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 contact 02 6270 8235 or 02 6270 8127 or email recruitment@moadoph.gov.au
- Applications received after closing will not be accepted unless a prior arrangement has been made with the contact officer.