

Safe Work Australia Application Kit

# Chief Financial Officer

(VN 0723041)

## POSITION DETAILS

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<b>Classification:</b>	Executive Level 2
<b>Position Number:</b>	13229
<b>Salary:</b>	\$137,335 - \$164,622 per annum (plus 15.4% superannuation)
<b>Employment type:</b>	Ongoing or Non-ongoing, full time (37.5 hours) and part time
<b>Section:</b>	Financial Services section
<b>Branch:</b>	WHS Framework and Workers' Compensation Policy
<b>Contact Officer</b>	Sarah Costelloe 02 6121 6874 sarah.costelloe@swa.gov.au
<b>Closing Date</b>	<b>11.30pm (AEST) Wednesday, 17 May 2023</b> <b>Extensions may be granted in exceptional circumstances only.</b>

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## About the position

An exciting opportunity exists for a talented, enthusiastic and motivated Chief Financial Officer (CFO) who will lead and manage Safe Work Australia's finance function.

Working closely with the Executive, the CFO is responsible for assisting the branches within Safe Work Australia in overseeing their financial activities. The CFO partners with the business areas to improve the internal reporting systems, budget processes and identifying and implementing opportunities for continuous improvement.

Given the size of our agency, this is a unique opportunity to work across all aspects of the Commonwealth financial framework, work directly to the Executive and gain broad CFO experience. Specifically, the successful candidate will:

- lead and manage the finance function of the Agency, including financial accounting, management accounting and financial reporting, as well as related functions such as travel and credit cards
- have strong financial management including the developing and implementing of management reporting, development and implementation of financial policies, and preparation of budgets including forward years and scenarios (e.g. Portfolio Budget Statements)
- have strong stakeholder management skills, including regular engagement with the Service Delivery Office in the Department of Finance, Audit Committee, ANAO, the agency's internal audit partner, portfolio CFOs and other external stakeholders
- manage competing priorities, including delivering on project outcomes in a timely manner
- manage and maintain accurate financial management information and accounting systems and relevant accounting control mechanisms
- provide professional advice and briefing to the Senior Executive based on sound decision-making and judgment
- have highly developed analytical and problem-solving capabilities, to analyse, develop and interpret policies and strategies
- identify solutions and pathways to achieve objectives
- demonstrate excellent communication and interpersonal skills, to build and maintain internal and external stakeholder relationships and influence outcomes
- have strong leadership and people management and development skills, and experience in setting the strategic direction of a team to deliver high-quality outcomes, including the provision of timely advice and guidance.

## Our Agency

Safe Work Australia (SWA) is a leading national policy body for work health and safety (WHS) and workers' compensation. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness.

We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities.

We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply.

Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths.

Find out more about [who we are and what we do](#).

## Our Section

The Financial Services section is responsible for:

- leading SWA's financial management and operations
- managing SWA's travel function and policy, and
- managing the SWA's shared services arrangement with the Department of Finance.

## Education and experience

The ideal candidate will have professional qualifications in financial management and accountancy and/or will have Certified Accountant or Certified Practicing Accountant qualifications.

Experience working with SAP, the Central Budget Management System (CBMS) and strong Microsoft Excel skills are highly desirable.

## Eligibility

To be eligible for employment with SWA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

The successful applicant must be able to obtain and maintain a minimum of a Negative Vetting 1 security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

## How to apply

To apply for this role, you will need to send the following to [recruitment@swa.gov.au](mailto:recruitment@swa.gov.au), by **11.30pm (AEST), Wednesday, 17 May 2023**.

- a [completed application coversheet](#)
- a resume outlining your career history and qualifications
- a pitch (no more than 750 words) telling us how your skills, knowledge, experience, and qualifications make you the best person for the job.



Please include the following in the subject line of your email (in this order):

- job title
- classification, and
- vacancy number (VN) as per the APS Gazette.

Following the selection process, suitable applicants may be placed in a merit pool which can be used to fill similar roles within 18 months of the vacancy being notified in the APS Gazette.