**APPLICATION PACK**

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| **Reference No:** | 35108 |
| **Title:** | Management Accountant |
| **Classification:** | APS Level 6 |
| **Job Type:** | Non-ongoing, 6 months |
| **Salary:** | $73,617 – $84,761 plus 15.4% superannuation |
| **Branch:** | Executive and Administration |
| **Section:** | Finance |
| **Security Clearance required:** | Baseline |
| **Contact Officer:** | Nick Hetherington on 02 6270 8124 |
| **Closing Date:** | Midnight – Thursday 13 July 2017 |

# Museum of Australian Democracy at Old Parliament House

Housed in one of Australia’s most prominent national heritage listed buildings, the Museum of Australian Democracy (MoAD) at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to provide a range of innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and possible futures.

The Museum of Australian Democracy encourages applications from the diverse Australian community including Aboriginal and Torres Strait Islander people and people with disability, people of all ages and those from culturally and linguistically diverse backgrounds

About The Position

The Finance team is responsible for the financial management of Old Parliament House (OPH) including: internal financial control, financial delegations, Accountable Authority Instructions (AAI’s), administrative procedures, accounts payable and receivable, asset management, and external and internal budgeting.

OPH is a small Corporate Commonwealth Entity (CCE) and the Finance Team maintain one set of accounts covering the running costs of the entity and assets such as the heritage collection, equipment, exhibitions and software assets; and the heritage building and furniture and the Galleries of Australian Democracy.

The position sits within a small team who deliver financial services to internal and external stakeholders. The team is committed to providing excellent, client focused services to our staff. The successful applicant will need to demonstrate strong coordination, liaison and relationship management skills. They will also need to demonstrate technical capacity and sound judgment, including ability to improve and streamline business processes.

Key Attributes:

* Qualified CPA or CA (or working towards qualification)
* Proficient “all-rounder” with a broad range of finance function experience.
* Experience in budgets, ledger maintenance and management or project financial reporting is essential.
* Ability to step in and assist the wider team when necessary
* Ensure financial practices and procedures are in accordance with the Australian Accounting Standards and relevant Commonwealth Government legislation and guidelines.
* Background in government accounting and managing the accounting requirements of a small CCE.
* Proactively seek out business improvement opportunities and implement solutions.
* Work under limited direction and take initiative.
* Excellent written and oral communication skills.

Duties

*Under the broad direction of the CFO:*

1. Manage the technical day to day finances of MoAD including the capital spending program, working closely with cost center and project managers to ensure operational and capital accounts are maintained accurately and purchases are consistent with contracts, internal budgets, Accountable Authority Instructions and accounting standards.
2. Assist with internal and external budget preparation, monitoring and reporting.
3. Develop and maintain the FMIS procedures, data integrity, security, and configuration and reporting capabilities both internally and via liaison with external contractors.
4. Manage a small team responsible for accounts receivable, accounts payable, asset management and banking.
5. Represent the finance team on internal and external working groups, as required.
6. Assist the finance team to implement system change and other business improvement activities.

**Your application**

Please provide a concise statement of no more than two pages outlining your relevant skills and experience.

No selection criteria is required to be addressed, however when framing your response, please ensure you adequately address the position requirements.

**Application details**

Your application must include:

* A completed application cover sheet - (available on the [MoAD website](http://moadoph.gov.au/about/employment))
* Concise statement of claims.
* Resume outlining your career history, qualifications and contact details for at least two recent referees.

**Diversity and Inclusion**

MoAD encourages applications from the diverse Australian community including Aboriginal and Torres Strait Islander people and people with disability, people of all ages and those from culturally and linguistically diverse backgrounds.

We will accommodate all requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position.

If you have an individual requirement that needs to be accommodated in order to participate in an interview, please indicate this on your application cover sheet or advise the contact officer.

**Eligibility**

Employment with the Museum of Australian Democracy is subject to the following conditions:

**Citizenship –** To be eligible for employment with MoAD, applicants must be an Australian Citizen.

**Security Clearance –** The successful applicant will be required to undergo an Australian Government Security Clearance and maintain it at the baseline level. Further information about security clearances can be found on the Department of Defence website at [www.defence.gov.au/agsva](http://www.defence.gov.au/agsva)

**Employment Agreement**

All terms and conditions for employment at MoAD can be found in the [Old Parliament House 2011-2014 Enterprise Agreement](https://moadoph.gov.au/about/employment/)

**Submission**

Preference for submission of applications is electronic. We will accept applications submitted by post.



[recruitment@moadoph.gov.au](mailto:recruitment@moadoph.gov.au)

Applications will not be acknowledged upon receipt.

We will not accept applications received after the closing date, unless an agreement has been made with the contact officer.