



Museum of Australian Democracy
at Old Parliament House

CANDIDATE PACK

POSITION DETAILS

Reference No	NP
Title	Chief Financial Officer
Classification	Executive Level 2
Employment Type	Temporary Opportunity
Working Hours	Full-time
Salary	\$135,546 - \$159,250 + 15.4% Superannuation
Section	Finance, Procurement and Risk
Team	Finance, Procurement and Risk
Eligibility	Australian Citizen + Baseline security clearance (after Commencement)
Contact Officer	Lee Pluis
Opening Date	11 October 2024
Closing Date	20 October 2023 (11:59pm)
Special Note	This is a 6-month temporary opportunity open to current APS employees. Tertiary qualifications in financial accounting, or related business degree and current CPA or CA qualifications are required for this role.

ABOUT US

Housed in one of Australia's most prominent national heritage listed buildings, the Museum of Australian Democracy 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.

Careers at MoAD are varied, from exhibition curators, heritage officers and learning facilitators, through to digital producers, finance officers and IT specialists. We're a small team, 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 [Australian Public Service Act 1999](#) and are subject to the terms and conditions of employment in the [OPH Enterprise Agreement 2024-27](#)

ROLE RESPONSIBILITIES and DUTIES

The CFO leads the Finance, Risk and Procurement requirements of the agency. The Section manages the agency's budget development, internal and external financial reporting, development and management of effective finance, risk and procurement policy, procedures and systems.

The position requires an experienced Finance Manager, holding CPA or CA qualifications with highly developed strategic leadership and relationship management abilities. With a demonstrated capacity to manage resources effectively and efficiently as well as high level analytical, judgement and policy development and/or project management skills in finance and procurement.

ROLE RESPONSIBILITIES and DUTIES

Under the direction of the Deputy Director of MoAD the Chief Financial Officer will be required to:

1. Undertake the role of Chief Finance Officer including the strategic management and reporting of budgets with a large 5-year Capital Works program and commercial operations.
2. Provide strategic financial reporting, guidance and support to MoAD as a corporate Commonwealth entity, including the Board of Old Parliament House (Accountable Authority); the Audit, Finance and Risk Committee and other relevant corporate meetings as required
3. Development and management of effective policies, procedures and systems for an effective internal control framework including procurement and risk management.
4. Provide high level leadership and advice on the development, strategic management and operation of the agency's finance and procurement teams, in line with the agency objectives.
5. Manage, direct and develop the section and contribute effectively as a member of the senior management team.
6. Manage the agency budget to ensure effective and accountable expenditure within Commonwealth Government financial and audit frameworks.
7. Liaise at senior levels with representatives of external parties, other APS agencies, relevant stakeholder groups, professional associations and other organisations on relevant issues.

OUR IDEAL CANDIDATE

To be successful in this role you will have:

- Strong initiative and sound judgement.
- Exceptional written and oral communication skills.
- Excellent interpersonal skills - to work with key stakeholders, build relationships and foster collaboration.
- Strong analytical skills – to identify themes/considerations in costings and policy
- Planning skills – to ensure robust consideration of sequencing, resource requirements and delivery dates
- Team leadership – the ability to develop your team to support future leaders.
- A commitment to excellence, professional development and a strategic approach to achieving results.
- An ability to produce quality work within short time frames – to support high quality responses when required
- As a leader you will be responsible for building and managing a multi-disciplinary team, supporting individual development needs and the team focus on goals and priorities.

Tertiary qualifications in financial accounting, or related business degree and current CPA or CA qualifications are required for this role.

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)

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 obtain and maintain a security clearance at the baseline level.

SUBMISSION OF APPLICATION

Your application should be submitted by the closing date to



applications@moadoph.gov.au

- Your application will be automatically acknowledged. If you do not receive an automated receipt, please contact the Recruitment Officer on 02 6270 8192 or 02 6270 8235
- Applications received after closing will not be accepted unless prior arrangement has been made with the contact officer.
- 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](#).
- 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 coversheet or contact the recruitment officer on 02 6270 8192 or 02 6270 8235.