Australian Government | acma Australian Communications and Media Authority

Candidate pack

Finance Officer

APS Level 5

$88,834 - $96,829 plus 15.4% superannuation

Full time, Ongoing, Non-ongoing

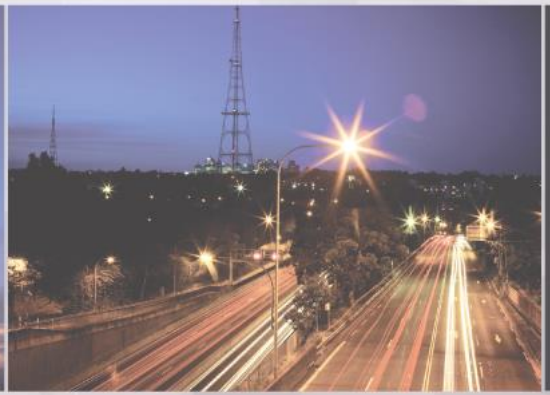
Senior Finance Officer

APS Level 6

$99,734 - $111,701 plus 15.4% superannuation

Full time, Ongoing, Non-ongoing

Location:	Canberra
Division:	Corporate and Research
Reference:	2145-2026-1
Contact for information:	Robyn Bingley Assistant Manager Financial Operations and Travel 0499 297 377 Robyn.Bingley@acma.gov.au
Applications close:	**Sunday, 22 November 2026 at 11.59pm AEDT**


acma.gov.au

About the ACMA

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

We have a wide and varied remit that includes:

- management of the radiofrequency spectrum
- monitoring industry compliance with broadcasting content rules
- helping to protect telco consumers
- reducing scams, spam and other unsolicited communications, and
- minimising gambling harms.

We undertake this work through a range of education, investigation and enforcement activities.

We also facilitate industry innovation and performance, supporting competition and technological advancement that benefits business, the economy and the Australian community.

Any given day at the ACMA is likely to involve connection and collaboration with people in your own team and other teams, keeping on top of interesting and fast-moving topics, thinking creatively about how to solve problems and improve the way we do things, and demonstrating initiative and a ‘can-do’ approach. We are never too busy to offer and provide support to each other.

To find out more about the ACMA visit www.acma.gov.au

To find out more about working at the ACMA visit Careers | ACMA

Who we are

The **Corporate and Research Division** partners with business areas across the ACMA, to provide enterprise wide enabling services and strategic advice so that the ACMA can achieve its purpose. The Division facilitates this through the delivery of key corporate functions including financial management, property services, security, procurement advice, performance reporting, research and data, digital and technology services, human resources, communications, and governance services.

The **Finance, Reporting and Operations Branch** is responsible for ensuring the financial sustainability and security of the ACMA through financial, procurement, facilities, travel and physical security services. The Branch proactively engages with business areas to provide advice, and financial and business performance reporting to drive strategic decision making and support the broader organisation. The Branch also provides assurance over the various revenue streams collected on behalf of the Commonwealth and leads the development of a range of budget and financial governance arrangements.

The **Financial Operations, Procurement, Travel and Systems Section** sits within the Corporate and Research Division and is responsible for the management of the ACMA's Financial Operations, Domestic and International Travel including the maintenance of the Expense 8 system, Procurement, and Financial Systems Administration (TechnologyOne).

About the role

Ready to do more with your finance experience, take ownership, broaden your expertise and help shape better ways of working at the ACMA?

The APS 5 Finance Officer and APS 6 Senior Finance Officer contribute to the accountable management of public money through the delivery of financial operations at the ACMA. Both roles work under limited direction. The classifications differ in the complexity of work, the autonomy and judgement exercised, the depth of advice provided, and accountability for coordinating activities and outcomes.

At the APS 5 level, you will manage allocated operational work and exercise judgement within established policies and procedures, referring unresolved or non-standard matters for guidance.

At the APS 6 level, you will undertake more complex work with greater autonomy and coordination responsibilities, as outlined in the additional requirements below.

Supervisory responsibilities apply only where formally assigned.

If you enjoy getting to the bottom of a problem, making processes work better and seeing your work make a difference, this could be your next move!

In this role, you will:

- **Deliver financial operations** across accounts payable and receivable, and maintain official hospitality, gifts and benefits declarations and registers, in accordance with relevant policies, procedures, approved authorisations and delegated authorities.
- **Maintain complete and accurate financial records** by processing and reconciling transactions, completing allocated month-end activities, checking supporting documentation and approvals, investigating discrepancies and applying relevant financial controls, including segregation of duties.
- **Manage banking and payment card administration** by monitor banking and card transactions, coordinating authorised banking access and account administration requests, maintaining cardholder records, monitoring acquittals and escalating exceptions or suspected misuse.
- **Support compliance, reporting and assurance activities** by undertaking or coordinating allocated financial compliance reviews and transaction checks, documenting and analysing findings, identifying recurring issues, following up and monitoring corrective actions, preparing reports and recommendations for EL1 review, and supporting or coordinating allocated audit responses.
- **Provide clear, practical and technically sound advice** to staff, suppliers and other stakeholders, guide colleagues in applying financial policies, procedures and controls consistently, resolve enquiries, and escalate complex, sensitive or potentially non-compliant matters where required.

- **Manage competing priorities and service standards** by taking responsibility for allocated work, acknowledging and assessing operational requests within two business days, progressing matters within agreed service standards, and keeping stakeholders informed of outstanding requirements or delays.
- **Build productive working relationships** with internal and external stakeholders, customers and service providers, tailoring communication to the audience and considering different viewpoints when contributing to decisions.
- **Maintain technical knowledge** by researching, interpreting and applying relevant legislation, policies, procedures, systems and processes, seeking guidance where requirements are unclear, sharing practical knowledge and supporting cross-skilling within the team.
- **Improve processes and service delivery** by identifying practical opportunities to improve accuracy, efficiency and customer service, developing or contributing to procedure updates, and supporting the implementation of approved improvements.
- **Support team delivery and accountability** by contributing to shared work planning, supporting colleagues, reviewing progress against agreed outcomes, and coordinating allocated activities or the work of others where assigned.
- **Demonstrate integrity and professionalism** by modelling ethical behaviour consistent with the APS Code of Conduct, participating constructively in performance and development processes and contributing to a healthy and safe workplace.
- Undertake other duties as required or agreed with your manager or supervisor.

Due to the nature of the work, these roles will be offered only on a full-time basis in Canberra.

Our ideal candidate

We are seeking motivated and experienced Finance Officers who bring a practical, service-focused approach to financial operations and take pride in producing accurate, reliable work.

Our ideal candidates will have:

- **Financial operations experience**, including transaction processing, account reconciliation and financial record maintenance.
- **Strong attention to detail and analytical skills**, with the ability to check supporting documentation, identify inconsistencies, investigate discrepancies and follow issues through to resolution.
- **Sound judgement and a commitment to compliance**, including the ability to interpret and apply financial policies, procedures and controls, work within delegated authorities, assess risks and recognise when matters require escalation.
- **Proficiency in financial systems and spreadsheets**, with the ability to use these tools to analyse information and prepare reliable operational or compliance reports.
- **Strong organisational and prioritisation skills**, including the ability to manage competing tasks under limited direction, respond constructively to pressure and changing priorities, meet deadlines and keep stakeholders informed.
- **The ability to undertake financial compliance activities**, document findings clearly, follow up corrective actions and prepare accurate reports appropriate to the classification level.
- **Clear communication and relationship-building skills**, with the ability to explain financial processes in plain English, provide procedural advice and work constructively with colleagues, suppliers and service providers.

- **Initiative and a continuous improvement mindset**, with the ability to identify practical opportunities to improve accuracy, efficiency, controls and service delivery while continuing to build technical expertise.
- **A collaborative and accountable approach**, including taking ownership of your work, supporting team objectives, welcoming feedback and sharing knowledge.
- **Integrity and professionalism**, demonstrated through impartial advice and safe, ethical conduct.

In addition to the above, the APS 6 Senior Finance Officer will also demonstrate the following experience:

- **Independence and accountability**, undertaking complex financial operations with greater autonomy under limited direction, exercising judgement and accountability for outcomes.
- **Coordination and organisation skills**, with the ability to set priorities and dependencies across shared work to deliver accurate and timely results.
- **Analytical and problem-solving skills,** including interpreting relevant legislation, policies, delegations and controls, and providing detailed technical advice and evidence-based recommendations to the EL1 where risks or decisions exceed the role's authority.
- **Communication and stakeholder engagement skills,** with the ability to work with stakeholders to resolve complex financial issues and be able to explain the requirements and rationale for recommended approaches.
- **Technical guidance and support,** including providing guidance to colleagues on complex matters and recommend evidence-based improvements to financial processes and controls.

What we offer you

We offer competitive conditions and excellent benefits:

- **Make a difference:** Make a positive contribution to the Australian people and community, as Australia's communications and media regulator.
- **A great team:** Join a collaborative and collegiate workforce that fosters life-long connections, supportive supervisors and access to our leadership, to deliver shared goals.
- **Grow your career:** We value the skills and experience our staff bring to the ACMA and are committed to their further development. Our unique breadth of work provides diverse professional and mobility opportunities that enable growth and progression.
- **Flexibility and balance:** We promote a healthy work/life balance with flexible conditions and provide a culturally supportive environment that supports caring responsibilities so staff can remain engaged at work.
- **Health and wellbeing:** We are committed to the health and wellbeing of our staff and our leadership lead by example. We extend services that enhance and promote physical health, mental health and social wellbeing to benefit you and your family.
- **Centralised office and lifestyle:** Our Canberra office is close to cafés, dining, retail facilities, public transport, childcare centres and gym and fitness options.
- **Conditions:** Competitive benefits, plus 15.4% superannuation and options for cultural leave, primary (18 weeks) and secondary (14 weeks, increasing to 18 weeks by 2027) parental leave and the ability to purchase additional leave.

What our staff say

'There are genuinely good people here who want to make a difference in their work and do good work for Australian people.'

'We have a dynamic and diverse remit with supervisors who create opportunities for growth and learning new skills.'

To find out more about working at the ACMA including what our staff say, visit Working with us | ACMA

Eligibility

To be eligible for employment with the ACMA, applicants must be Australian citizens.

The successful applicant must be able to obtain and maintain a **Baseline 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.

Successful applicants must provide evidence of citizenship and satisfy employment screening requirements, including security and integrity checks and a medical assessment.

Use of merit pools

Suitable candidates may be placed in a merit pool and the pool may be used to fill similar vacancies anywhere in Australia.

The application process asks for your consent to share your application and assessment results with other Australian Public Service (APS) agencies seeking to fill similar roles. See the privacy statement for details.

RecruitAbility

All of our roles are advertised under the RecruitAbility scheme which is aimed at attracting and developing applicants with disability and also facilitating cultural changes in selection panels and agency recruitment.

Job applicants can be advanced to the next stage of the selection process where they:

- opt into the scheme
- declare they have a disability, and
- meet the minimum requirements of the advertised vacancy.

More information can be found at RecruitAbility scheme: A guide for applicants | Australian Public Service Commission (apsc.gov.au).

Integrity

The Australian Public Service (APS) has a unique and privileged role in serving the Australian community. APS employees support the development and delivery of policies, services, regulation, and initiatives that affect the lives of all Australians. APS employees are trusted to act in the best interest of the Australian community. The integrity of the APS - its employees, systems, and practices - is fundamental to maintaining this trust.

The ACMA expects all staff to promote, model and uphold the APS and ACMA Values, and be committed to public service integrity. Integrity at the ACMA is based on a foundation of robust, transparent, honest, and ethical behaviour and decision-making.

In our role as a regulator and independent Commonwealth statutory authority, it is critical that we employ and model a pro-integrity culture in every aspect of everything we do, both internally and externally.

How to apply

If you think your skills and abilities match the requirements of the job and this sounds like the opportunity you are looking for, we want to hear from you.

Our online careers portal will guide you through the application and submission process.

Your application will need to include:

- your resume of no more than two to four pages, and include:
  - your full name, contact email and mobile number
  - details of any relevant education and qualifications
  - work experience starting with your most recent employment, including responsibilities and achievements. Indicate dates and explain any gaps in time
  - other relevant experience.
- the contact details of two referees, including your current supervisor
- a 750-word cover letter addressing the guidance below.

In your cover letter, explain:

- why you want to work in this role
- how your skills, knowledge, qualifications and experience make you suitable for the role.
  - try not to duplicate information in your resume but highlight specific examples or achievements that will demonstrate your ability to perform the role
  - you may like to structure your examples using the problem, action, result (PAR) method:
    - **Problem (situation/issue):** Describe a specific problem, situation or issue that occurred where you had the chance to demonstrate your skills
    - **Action:** Outline the action you took to address or resolve the problem
    - **Result:** Detail the outcome of your actions, including what you learned, what you might do differently, and how the result impacted your organisation or team
  - you do not need to use a different example for each of the skills required in this role, you could use one example that covers several of the skills we seek.

AI in recruitment

Use of AI tools and technologies in recruitment processes must be compliant with the *Public Service Act 1999*, the Australian Public Service Commissioner's Directions 2022 and the *Privacy Act 1988*.

Candidates planning to use AI tools and technologies to prepare their application should refer to the Australian Public Service Commission's Principles for candidate use of AI in recruitment.

Privacy statement

The Australian Communications and Media Authority (ACMA) and the Office of the Australian eSafety Commissioner (eSafety) comply with the *Privacy Act 1988* (the Act) when collecting, handling, using and disclosing personal information.

Personal information collected during the application process is used to assess your suitability for an advertised vacancy. It will not be disclosed for other purposes without your informed consent, unless disclosure is permitted or required by law.

Recruitment details, including resumes, can only be accessed by the candidate and staff or contractors involved in the relevant recruitment and selection activity, including recruitment officers, professional scribes, selection committee members and designated administrative staff. Selection committee members may access only information relating to the recruitment action they are processing.

Candidates should be aware that the ACMA or eSafety and the panel may obtain personal information through its own inquiries, including information collected outside planned recruitment activities or from sources other than the nominated referees.

The ACMA or eSafety may engage a professional recruitment agency or APS employees from other agencies to assist with recruitment. Their access to information is limited to that recruitment process.

In some cases, an Order of Merit or Merit Pool may be created and used to fill similar roles at the ACMA or eSafety or other Australian Public Service (APS) agencies within 18 months from when the original vacancy was advertised. If placed on an Order of Merit or Merit Pool, and with your consent, your personal information may be shared within the ACMA or eSafety or another APS Agency looking to fill a similar vacancy.

Click here to view the ACMA's Privacy Policy: Privacy policy | ACMA

Click here to view the eSafety Commissioner's Privacy Policy: Privacy | eSafety Commissioner