



# Job information pack

## Financial Operations Team Leader

APS Level 6

\$103,384 to \$114,718 per annum plus 15.4% superannuation

Canberra ACT



## Position details

Job reference	VN-0768560
Classification	APS Level 6
Employment status	Ongoing and Non-ongoing <i>* A non-ongoing vacancy exists with the possibility of permanency. A merit pool may be created and used to fill similar ongoing and non-ongoing vacancies.</i>
Working hours	Full time
Group	Corporate
Team	Finance
Unit	Financial Operations
Location	Canberra ACT
Eligibility and conditions of employment	<p><b>Citizenship:</b> Under section 22(8) of the <i>Public Service Act 1999</i>, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.</p> <p><b>Security clearance:</b> Ability to obtain and maintain a Baseline security clearance.</p> <p>For further information on eligibility and conditions of employment, please visit our <a href="#">Careers</a> page.</p>
Applications close	Tuesday, 21 April 2026 at 11:59pm (Australian Eastern Standard Time)
Contact officer	Please contact <a href="mailto:Recruitment@comcare.gov.au">Recruitment@comcare.gov.au</a>

## About Comcare

At Comcare, our purpose is to ***promote and enable safe and healthy work***. We have several important core roles as a regulator, scheme manager, insurer and claims manager. We also have essential enabling roles, focused on supporting education, engagement and better practice approaches to health and safety, injury recovery and return to work, and the capability and capacity of our own workforce.

We are ***committed to building and fostering a capable, engaged and high performing workforce*** that is trusted and passionate about achieving better work health and safety outcomes for Australians.

## About the team

The Finance team within Corporate Group aims to strengthen financial and business integrity for sustainability through:

- efficient and reliable accounting services to support business objectives
- effective budget processes to allocate resources in a manner that promotes transparency, equity and accountability
- timely and accurate financial reporting to monitor financial performance
- sound internal controls that minimise financial risks and meet compliance requirements
- professional financial advice to the Executive to inform and influence decisions and strategies for ensuring the long-term financial sustainability of Comcare.

## The opportunity

The Financial Operations Team Leader is responsible for leading and managing the financial operations team. The Team Leader will provide advice and guidance on all aspects of the team's activities whilst ensuring compliance to Comcare's governance framework.

The Team Leader will develop key financial operations policies and procedural guidance and work instructions with a continual improvement focus. In addition to the day-to-day financial operations, the Team Leader will contribute to the improvements in FMIS -TechnologyOne (TechOne) business processes and be innovative in responding to changing environments and business needs.

The Team Leader will provide financial services and advice on all aspects of, taxation and assist the Financial Accounting and Reporting team as required.

The Team Leader will provide technical accounting advice and support to Comcare employees on financial policy, processes, systems and issues while promoting and managing complex relationships with internal and external clients, stakeholders and service providers.

In this role your key responsibilities will include, but are not limited to, the following:

1. Manage the Financial Operations Team and provide advice and guidance on all aspects of the team's activities (accounts payable, accounts receivable, banking, credit card, travel)

whilst ensuring compliance to relevant reporting obligations and Comcare's governance framework.

2. Develop and maintain complex internal and external relationships with stakeholders, providing appropriate advice and managing the resolution of issues or complaints.
3. Develop plans and objectives for short-term tasks of the work area and contribute to strategic planning for longer-term initiatives.
4. Lead and manage a team including developing, coaching and mentoring employees, and building commitment to shared team and agency wide goals.
5. Develop and maintain a sound understanding of the work area's impact on Comcare's longer-term strategic and operational outcomes, including awareness of how changes impact the broader work environment.
6. Prepare month-end journals and reconciliations.
7. Ensure correct accounting and recording of revenues and expenditures.
8. Assist with managing tax compliance.
9. Assist with interim and year-end financial statements audits.
10. Assist the Financial Accounting and reporting team as required.
11. Provide professional policy advice on finance operations related policies, to allow business units to achieve outcomes and ensure compliance.
12. Assist with identification and implementation of business system improvement initiatives and draft proposal documentation.
13. Compliance reporting including analysing data and preparing standard reports using appropriate technology.
14. Contribute and participate in ad hoc projects relating to Financial Operations, Financial Systems, and/or wider Finance team.
15. Undertake other duties as directed.

## Our ideal candidate

Our ideal candidate is someone who demonstrates initiative, has a positive attitude, and thrives in a dynamic environment. You will enjoy leading financial operations, solving complex problems, and working collaboratively with stakeholders to deliver high-quality outcomes. You will display a desire to continuously improve processes, maintain compliance, and provide strategic insights that support organisational goals.

As our ideal candidate, you will have the following skills and capabilities:

1. Demonstrated ability to lead and manage a team and provide financial operations and processing training.
2. Proven ability to research, analyse, and apply accounting principles and concepts effectively.

3. Demonstrated working knowledge of financial policies, procedures, and processes to exercise sound judgement.
4. Demonstrated ability to manage competing priorities and meet deadlines.
5. Well-developed written and verbal communication skills, with the ability to adapt and tailor communication style to suit the audience's level of skill, knowledge and experience.

## Qualifications and experience

Mandatory:

- Demonstrated experience working in a public sector financial operations environment is required; experience of approximately 3 years or more is well regarded.
- Demonstrated experience using FMIS – TechOne in a processing role and reporting role.

Desirable:

- Relevant tertiary qualification (e.g. undergraduate degree in accounting or CPA certification) or working towards.
- Experience in managing tax compliance.

## Work environment

Comcare is committed to maintaining a safe, supportive and respectful workplace that prioritises both physical and psychological health, safety and wellbeing for all employees.

Employees in this position may be exposed to the following work environment factors:

- Public-facing responsibilities, primarily via telephone and email communications.
- Participation in virtual meetings using platforms such as Microsoft Teams.

To support employees in managing these risks and performing effectively in the role, Comcare provides access to the following mechanisms:

- A comprehensive onboarding program to build knowledge and confidence.
- A supportive and collaborative team environment.
- A call coaching program to enhance staff capability, performance and support.
- Complaints handling framework, including training to assist in managing challenging interactions.
- Wellbeing-focused development opportunities, such as vicarious trauma training.
- Employee Assistance Program (EAP) services, offering free and confidential counselling support.

## How to apply

If you are interested in this opportunity, please apply through Comcare's [Current Vacancies](#) website. In your application, you will be asked to do the following:

- **Attach a Statement of Claims:** In your Statement of Claims, tell us in **two pages (maximum)** why you are applying for this role and how your skills, knowledge and experience address the requirements of the role. Make sure you highlight relevant examples that demonstrate your ability to perform the role and ensure you reference the **skills and capabilities outlined in the 'Our ideal candidate' section**.
- **Attach your resume:** Your resume does not need to include a cover letter as this information should be included in your Statement of Claims. Ensure your resume is **four pages maximum**.
- The contact details of **two referees**, one of which should be your current supervisor.

We welcome candidates from within or outside of the Australian Public Service to apply. When writing your application, we encourage you to consider the [APS Work Level Standards](#), which differentiates between the work expected (i.e. responsibilities and duties) at each classification level.

The Australian Public Service Commission also has guidance on applying for jobs in the Australian Public Service, including suggestions on how to write your pitch using the [STAR Model](#).

## Benefits of working with us

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### We care about making an impact

Make a meaningful contribution to the health and safety of workers nationwide. We design and deliver innovative and prevention focused initiatives that promote and enable safe and healthy work, including strategies to address psychosocial hazards.



### We care about you

We value flexibility and diversity. We celebrate our inclusive workplace and provide leave for community volunteer work or activities related to employees' cultural background. All employees have access to a health and wellbeing reimbursement and can use Employee Assistance programs.

We have generous leave provisions with four weeks annual leave, plus additional paid leave over Christmas and New Year, personal/carer's leave and leave for cultural or ceremonial events.



### We care about each other

We role model a culture founded on respect and inclusion. Our commitment to safety is reflected in policies that prioritise employee well-being. We recognise your individual needs and provide adaptable work arrangements to foster work-life balance, including work from home and office arrangements, and flex time for employees up to and including the APS6 level.



### We care about growing your career

We invest in your career development through a range of learning options, including formal training courses, on-the-job training, support for continued professional development, financial support for work-related study, coaching and mentoring and a year-round calendar of professionally facilitated courses. We foster an environment for you to achieve career goals.



### We care about recognising your contribution

We recognise and reward your contribution and commitments to outstanding work. You will experience great working conditions including competitive salaries with 15.4% superannuation, generous leave conditions, modern amenities, and flexible working arrangements. Our annual CEO Awards are one of the ways we formally recognise outstanding achievements.

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For more information about what we offer, please read our [Comcare Enterprise Agreement 2024-2027](#).

## Merit pool

This selection process may be used to establish a merit pool. The merit pool might be accessed to fill vacancies for similar roles in Comcare or across the broader Australia Public Service over the next 18 months.

## RecruitAbility scheme

Comcare is committed to supporting the employment and career development of people with disability. Our participation in the [RecruitAbility scheme](#) means you will be progressed to the next stage of the selection process if you declare you have a disability, opt into the scheme and meet the minimum requirements for the position.

Please indicate in your application if you wish to opt into the RecruitAbility scheme.

## Diversity and inclusion

The range and nature of work in Comcare requires a workforce that reflects our diverse society. We are an inclusive employer and actively encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with disabilities, people from diverse cultural and linguistic backgrounds and mature-age people. We are committed to providing an environment that values diversity and supports employees to reach their full potential. If you require any reasonable adjustments to support you, should you be invited to the next stage of the selection process, please indicate this in your application.