



Australian Government
Comcare

Job information pack

Assistant Director Financial Operations

Executive Level 1

\$123,660 to \$147,347 per annum plus 15.4% superannuation

Canberra ACT



Position details

Job reference	VN-0764733
Classification	Executive Level 1
Employment status	Ongoing <i>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	Citizenship: 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. Security clearance: Ability to obtain and maintain a Baseline security clearance. For further information on eligibility and conditions of employment, please visit our Careers page.
Applications close	Sunday, 16 November 2025 at 11:59pm (Australian Eastern Daylight Time)
Contact officer	Please contact Recruitment@comcare.gov.au

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 Assistant Director, Financial Operations will lead and manage the Financial Operations unit within the Finance team. The Assistant Director will be responsible for providing essential financial services including accounts payable, accounts receivable, banking, credit card administration, travel support and tax compliance.

The role provides technical accounting advice and support to Comcare employees on all aspects of financial policy, processes, systems and issues while promoting and managing complex relationships with internal and external clients, stakeholders and service providers. The role is responsible for researching, analysing, reviewing and evaluating accounting issues, implementing policies, procedures and processes, while presenting a passion for initiating continuous improvement and driving change.

The Assistant Director, Financial Operations will have high level leadership capabilities and superior management skills that demonstrate an ability to achieve organisational objectives through successful planning. They will also possess a high level of accounting skills, knowledge and experience in addition to participating, contributing and collaborating within teams. They will manage, mentor and evaluate team and individual performance and provide regular feedback to team members.

The Assistant Director, Financial Operations will provide advice and support to the Chief Financial Officer and Finance units.

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

1. Manage the functions of the Financial Operations unit, including but not limited to accounts payable, accounts receivable, banking, credit card administration and travel support.
2. Manage taxation responsibilities including GST and Fringe Benefits Tax.
3. Assist with financial accounting work including internal and external reporting, financial statements and fixed assets.
4. Provide expert technical accounting advice on accounting standards, policy, legislation, and systems and processes related to the above.
5. Research and analyse a range of complex accounting issues and develop, review, evaluate and implement policies, procedures and processes.
6. Provide input into strategic plans and undertake operational business planning.
7. Promote and manage relationships with internal and external clients, stakeholders and service providers.
8. Provide proactive leadership and manage employees in day-to-day activities financial accounting requirements including developing, coaching and mentoring employees and building commitment to shared goals.
9. Be a lead facilitator for issues regarding financial policy, processes, financial statements, accounting standards, investment management and systems.
10. The role has responsibility for undertaking research and financial analysis to support the objectives of Comcare and the business groups.
11. The role provides support to the CFO in undertaking projects in relation to technical accounting and taxation issues.
12. 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. Experience in leading and managing Financial Operations, including accounts payable, accounts receivable, banking, credit card administration, tax compliance and travel support.
2. Strong understanding of complex accounting and taxation issues.
3. Experience in assisting with financial statements and interim and year-end audit processes, asset management and treasury.
4. Critical thinking and analytical skills related to financial management, including research, analysis and report writing.
5. Strong stakeholder management and engagement skills.

Qualifications and experience

Mandatory:

- Undergraduate degree or working towards an undergraduate degree in a relevant field e.g., commerce, accounting economics; and
- Minimum of 5 years working experience in a public sector financial operations area.

Desirable:

- Certified Practising Accountant (CPA) and/or Chartered Accountant (CA).
- Experience using TechnologyOne financial modules.

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 approximately **750 words (not exceeding one page)** 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 one **referee**, who 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



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.

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.