



JOB DESCRIPTION

Chief Finance Officer

Classification:	Executive Band 2
Type of employment:	Full time
Section:	Finance Office
Position number/s:	7800
Security assessment:	Negative Vetting 1

About the department

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The department also promotes the work of the House in the community and supports the conduct of the Parliament's international and regional relations.

About the section

The Finance Office, within the Serjeant-at-Arms' program, supports the work of the House of Representatives and its committees by providing financial services and resource management guidance to business areas. Working collaboratively, particularly with the human resources and corporate governance offices, the office manages internal and external budget requirements, as well as statutory and management financial reporting. The team provides financial processing services, tailored financial information, and procurement advice and support to help internal stakeholders deliver outcomes.

The objectives of the office are to:

- ensure the department's continued sound financial management through comprehensive financial stewardship
- promote and uphold a culture of integrity, ethical behaviour and compliance awareness
- train and develop team members and the broader department in an innovative, supportive and service-focused environment that values both teamwork and individual achievement.

About the role

The Chief Finance Officer (CFO) leads and manages a small multidisciplinary team responsible for providing the department's core financial and accounting services. The CFO oversees a high-performing management accounting service that supports the department to meet its purpose and financial targets.

The CFO provides high-level financial advice to the Speaker of the House, the Clerk of the House and senior managers, and ensures the department meets its financial compliance and reporting obligations.

The CFO is the custodian of the department's financial data and ensures that systems and processes are complete and effective to maintain data integrity, comply with all relevant legislation, and enable accurate and timely internal and external financial management reporting.

The CFO is responsible for the financial aspects of the department's contracts and service-level agreements, financial accounting, asset management and related financial reporting. The role focuses on financial compliance and the provision of financial services and advice to the department.

The CFO requires sound knowledge of, and experience with, the Commonwealth financial framework; an understanding of the department's core business; highly developed analytical, interpersonal and management skills; and tertiary qualifications in accounting or finance, together with CPA or CA accreditation.

Duties

The Chief Finance Officer will:

1. lead the Finance Office's small team to deliver high-quality services, including by managing concurrent work programs and developing individual and collective capability.
2. provide expert advice on financial management matters, including appropriations, budgets, procurement, asset management, business planning and reporting.
3. manage the preparation of the department's annual financial statements and lead its engagement in the financial statements audit process.
4. represent the department in relevant forums and liaise with the Department of Finance, other parliamentary and government agencies, and external stakeholders.
5. attend meetings of the department's Audit and Risk Committee as an observer, present at Executive meetings, and attend meetings of the House Appropriations and Administration Committee as an adviser, as required.
6. work collaboratively with business areas to improve financial management practices and understanding across the department.

Selection criteria

The successful candidate will demonstrate:

1. high-order leadership and team management skills, including an inclusive work style and a focus on building team cohesion and capability
2. knowledge of, and experience in applying, Commonwealth financial legislation, financial policies and accounting standards
3. proven experience in financial operations management, including financial governance, compliance and assurance arrangements, internal budgeting, and financial reporting
4. the ability to research, analyse and evaluate financial matters and provide advice to a range of stakeholders
5. well-developed interpersonal skills, including the ability to negotiate persuasively, together with sound judgement, tact and discretion.

Eligibility

1. A tertiary qualification and experience in accounting or finance.
2. A current professional qualification as either a Certified Practising Accountant or Chartered Accountant.
3. The occupant of this role must obtain and maintain a Negative Vetting 1 security clearance. Maintaining a security clearance at this level is essential to the role; failure to do so will result in termination of employment.

Further information about the department is available on the [DHR website](#).

Additional information may also be found on  @AboutTheHouseAU and  @AboutTheHouse.

Approved:



Serjeant-at-Arms

14 September 2026