Australian Government
Productivity Commission

Position Description (PD)	
Role	Director, Finance
Group	Corporate
Team	Finance
Level	Executive Level 2
Employment type	Ongoing/Non-ongoing; Full-time or Part-time
Location	Melbourne or Canberra – hybrid working arrangements available via arrangement
Security Clearance	The preferred applicant will be required to successfully undergo the security clearance vetting process to obtain a Baseline clearance level. Further information about security clearances can be found at Australian Government Security Clearance Applicant Guidebook.
Role context	**About the team** We are a small team of Finance professionals with the responsibility for delivering high-quality services and advice across a broad range of functions. These functions include finance, property management, risk management, audit, governance and compliance, and supporting the achievement of the Productivity Commission's (PC) objectives by: • Providing timely and accurate financial and procurement information and advice which supports sound decision making and ensures the ongoing financial sustainability of the PC. • Ensuring the PC complies with all relevant legislative and policy/procedural requirements including those relating to financial management, administration and reporting. **About the role** Working closely with the Chief Finance Officer, you will be required to provide professional advice and expertise to ensure the PC is financially sustainable and the operations are underpinned by sound financial management policies and procedures. This position offers the opportunity to provide strategic leadership and management across all team functions including financial strategy and reporting, budget management, performance reporting, costing and analysis, accounting services, finance policies, and compliance activities. As an executive leadership role, the position requires a visible and active leadership presence, including regular weekly engagement at the local office.
Reports to	Assistant Commissioner, Corporate Group (Chief Finance Officer)
Direct reports	Up to 4
Contact Officer	Richard McCoy, Assistant Commissioner, Corporate Group (Chief Finance Officer) Email: richard.mccoy@pc.gov.au

Responsibilities	Under broad direction you will: • Lead and deliver financial strategy, budgets, policy and accounting services, including internal, statutory, audit and other external reporting and the development of the PC's annual financial statements. • Lead and manage the team responsible for financial reporting; budget management; performance reporting; costing, analysis and reporting; procurement and office services while actively considering inclusion initiatives and diverse perspectives. • Provide authoritative and strategic financial advice to the Chief Finance Officer, Executive and senior leaders, including advice on the PC's financial position, resource allocation, affordability, financial risks, emerging pressures and the longer-term financial implications of organisational decisions. • Maintain effective financial governance, controls and assurance arrangements, including monitoring compliance, addressing control weaknesses, and providing assurance on the accuracy, completeness and integrity of financial information and reporting. • Provide strategic leadership and management of the PC's procurement activities including process review improvement in line with the Commonwealth procurement framework. • Provide leadership in implementing and promoting change, inclusion and diversity, and continuous improvement, including communication of operational policies and procedures to reflect business activities. • Be an effective team leader – providing clear and consistent communication, coaching and developing team members, setting clear expectations of performance and behavioural standards, and managing the performance of team members. • Build and maintain effective relationships with stakeholders including the Audit and Risk Committee, Australian National Audit Office, Department of Finance and Department of Treasury. • Improve organisational performance through effective engagement with, and management of, risk within relevant sphere of influence.
Selection Criteria	**Professional expertise:** • Extensive experience in financial management with a demonstrated understanding of the Australian Government financial framework and budget process. • Hold an Accounting/Finance degree and be a Certified Practicing Accountant or Chartered Accountant. • Demonstrated experience leading a professional finance function, setting strategic direction, building workforce capability and delivering high-quality outcomes through others in a complex operating environment. • Demonstrated ability to use and improve financial management information systems, financial data and reporting to strengthen controls, improve efficiency and support executive decision-making. Experience with Technology One is highly desirable. • Demonstrated ability to provide authoritative, evidence-based advice on complex or sensitive financial matters, exercising sound professional judgement in an environment of competing priorities, ambiguity and organisational risk. • Demonstrated experience developing and maintaining effective financial governance, control and assurance arrangements within the Australian Government environment.

- Familiarity with statutory office holders and their requirements/entitlements.

Effective Engagement:

- The ability to communicate clearly and influentially – communication (both written and oral) is clear, succinct, contains accurate information and uses suitable language and tone for the audience.
- The ability to establish and maintain constructive working relationships and professional networks to achieve outcomes and further the work of the team – sharing information, collaborating and consulting with others, interacting confidently and credibly with colleagues and key stakeholders.

Personal Productivity and Growth:

- The ability to effectively plan and progress work for self and others to deliver on agreed outcomes – managing competing priorities, monitoring work progress, problem solving, identifying and implementing improvements and displaying resilience.
- Maintains a focus on self and team development, by actively seeking and acting on feedback, taking opportunities to expand knowledge and skills.
- Engages with cultural, inclusion and diversity education and awareness, bringing a curious and empathetic growth mindset to the role.
- Displays initiative and resilience and responds in a positive and flexible manner to change and/or uncertainty.