



Position Description (PD)	
Role	Finance Officer
Group	Corporate Group
Team	Finance & Office Services
Level	APS Level 4
Location	Canberra; Melbourne - hybrid working arrangements available via agreement
Role context	The Productivity Commission (PC) is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians. We contribute by providing quality, independent advice to governments, and on the communication of ideas and analysis. The Finance and Office Services Team supports the achievement of the PC's 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.
Reports to	Assistant Director, Finance and Office Services
Direct reports	Nil
Contact Officer	Lisa Geier Director, Finance and Office Services (lisa.geier@pc.gov.au)
Responsibilities	• Provision of high-quality client focussed, finance services including: • Undertaking accounts payable (AP) and accounts receivable (AR) and asset register functions, including ensuring accurate and timely entries to TechOne and CBMS. • Performing timely and accurate monthly/regular reconciliations including payroll to general ledger, bank, IT, travel and depreciation. • Assisting in preparation of a range of financial information and reports, including but not limited to, drafting/compiling annual Financial Statements notes, preparation of monthly reports, completion of statutory returns and delivery of audit requests. • Providing accurate and timely advice and information and the resolution of all queries related to own areas of responsibility, and ensuring day-to-day compliance with all statutory and regulatory obligations • Actively contributing to, and supporting, continuous improvement of team processes and procedures.

	• Maintaining complete, accurate and timely records in accordance with required standards and ensure these and other working papers, documents and information is stored and accessible in accordance with Commission and team requirements. • Assist with procurement activities and AusTender reporting. • Co-ordinate office services facility activities for the Melbourne Office. • Undertaking other duties (including ad hoc projects or tasks) as required to contribute to the effective and efficient operation of the team and/or the PC more widely.
Selection Criteria	Professional expertise: • Sound knowledge and understanding of: • relevant legislation, policies and procedures and internal controls associated with financial management, administration, reporting and compliance. • accounts processing, procurement and reporting procedures. • Well-developed skills and knowledge of relevant Financial Management Information Systems and Microsoft Excel. • Well-developed analytical, research and problem-solving skills and the ability to consistently produce work which is timely, accurate and displays a high level of attention to detail. • Good organisational skills including the ability to work independently, effectively prioritise tasks, adapt to change, work to deadlines, and display initiative. • Desirable: Hold an Accounting degree or Finance degree with a major in accounting and be a Certified Practicing Accountant or Chartered Accountant (or working towards that status). Effective Engagement: • The ability to build and maintain constructive working relationships - sharing information, collaborating, and consulting with others, interacting confidently and credibly with colleagues and key stakeholders. • 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. Personal Productivity and Growth: • Leading by example, to contribute to a culturally safe work environment, and one of collaboration, inclusion, innovation, and continuous improvement. • Maintain a focus on own development by actively seeking and acting on feedback and taking opportunities to expand knowledge and skills. • Display initiative and resilience and responds in a positive and flexible manner to change and/or uncertainty.