



Job Details

Reference: 10673

Position Title: Water Division Finance Officer

Classification: Executive Level 2 (Lower) (Senior Officer Grade B)

Salary range: \$92,925 - \$105,351 per annum, plus an additional 15.4% superannuation.

Location: Canberra

Division: Corporate Division

Branch: Finance and Budgets

Section: Support to Water Division

Status: On-going

Applicants: **Australian Citizenship** - Whilst Australian citizenship is not a mandatory requirement, the successful applicant will need to have the necessary work and visa rights. Dependant on the circumstances, the Bureau can arrange visa sponsorship for non citizens.
[Essential Applicant Information](#)

Applications close: Monday 26 May 2008

Advertisement

To secure the long term water supply of all Australians, the Australian Government has announced *Water for the Future*, a \$12.9 billion water investment program. This includes \$450 million for the 'Improving Water Information Program' administered by the Bureau of Meteorology and backed by the Commonwealth Water Act 2007 and key stakeholders.

The Bureau will enhance the quality and utility of Australia's water information by producing the National Water Account, supported by a truly national water monitoring and data collection network. The program includes development and maintenance of an integrated, national water information system freely accessible to the public.

The Bureau is now in the process of an intensive recruiting campaign, seeking to bring a further 120 staff into the newly-established Water Division to support our extended role in water information.

We are currently seeking a passionate and talented leader for the position of Finance Officer. This position is responsible for planning, tracking and reporting expenditures by the Bureau's Water Division. The appointee will provide specialist financial advice to the Water Division executive team in budgeting and strategic planning processes.

Duty Statement

Under broad policy control and direction,

1. Provide a focus for Bureau negotiations with the Department of Finance and Deregulation (DoFD), Department of the Environment, Water, Heritage and the Arts (DEWHA) and Water agencies on new policy proposals, costing arrangements and new funding arrangements for Water Division activities and Bureau operations in the wider context.
2. Develop and implement policy and procedures to manage the provision of timely and effective funding procedures and processes, including technical and professional advice/instructions for the guidance of functional elements of the Bureau. Such policy and procedures should be developed in line with statutory requirements and scrutiny arrangements to support the Water Division's financial arrangements and within the Bureau's overall resource strategy.
3. Coordinate the preparation of weekly financial reports for the Water Division. Coordinate the preparation and tracking of budgets for the Bureau's water programs, branches and sections.
4. Develop and oversight procedures for tracking Water Division project expenditure including: departmental funded capital and R&D projects; administered grants; and projects funded via receipts retained under the Bureau's Section 31 (of the FMA Act) agreement.
5. Prepare Bureau input, as requested, to DEWHA and DoFD briefings and reports, as well as input to internal and external audits, of progress with expenditure under the national water plan.
6. Liaise with DEWHA and DoFD as required on the implementation of financial policy.
7. Represent the Bureau as required on relevant Departmental committees.
8. Ensure that plans, policies and practices in relation to the various elements of the Bureau's Social Justice Strategy are applied and that training and development programs are implemented in the work area.

Duty representing highest function: 1 - 4

Immediate supervisor: ASSISTANT DIRECTOR (FINANCE AND BUDGETS)
SENIOR EXECUTIVE BAND 1 (NO. 10303)

Job Profile

The Water Division Finance Officer works with the Assistant Director (Finance and Budgets) and the Deputy Director (Water), in tracking and reporting expenditure on water information activities under the national water plan, and assists the three Water Division Assistant Directors in preparing and tracking budgets for the Bureau's water programs.

The Water Division has responsibility for the implementation of the Bureau's new water information role, assigned to it under the national water plan and the Water Act 2007. It also has responsibility for delivering a national flood warning and flood forecasting service.

The Water Division Finance Officer performs a financial coordination, planning, tracking and reporting role. This involves working with the Water Division's Executive and Administration Unit in the preparation of regular internal Divisional financial reports and with the Bureau's Chief Finance Officer in the preparation of financial reports to external agencies with respect to the Bureau's water-related activities.

This job requires considerable coordination and liaison work, knowledge of financial management structures, obligations and responsibilities under the FMA Act, familiarity with financial management and reporting systems and financial report preparation. The person is expected to work most of the time unsupervised and will be responsible for setting her/his own work schedules. Opportunities for taking on special assignments of a finance policy or strategy nature may arise from time to time.

The successful applicant will possess high-level organisational skills and communication abilities, particularly with respect to communicating financial information. Good interpersonal skills and a track record of expertly assisting sound and transparent financial management in a public sector agency are essential requirements of this position.

Selection Criteria

Applicants must address the selection criteria. To assist you prepare your application, please read the information at [General Information for Applicants](#) and complete the Bureau of Meteorology Application Cover Form.

1. A strong track record at providing financial management support to a senior executive and/or a senior management team. Formal accounting qualifications such as CPA or CA is also highly desirable.
2. Exemplary organisational skills, evidenced by a track record of effective business process coordination, judgment, initiative and ability to multi-task.
3. High-level communication skills, especially in relation to communicating financial information.
4. Sound knowledge and understanding of financial management policies and procedures in a public sector agency.
5. Good interpersonal skills and a demonstrated ability to liaise with diverse groups of people.
6. Knowledge and understanding of the Bureau's social justice strategies and a commitment to apply them in practice.

Contact

If you would like to know more about the Bureau of Meteorology visit <http://www.bom.gov.au/>

Please read the selection documentation and if you have any queries specific to this position please contact Trevor Plowman, Assistant Director Finance, Tel: **03 9669 4361**.

Employment conditions for most Bureau employees are contained in the Bureau of Meteorology Certified Agreement 2006-2008 which is available on the website at: http://www.bom.gov.au/inside/ca_2006-2008.pdf

Applications

All applicants are advised to read the [General Information for Applicants](#) available on this website before submitting their application.

Applications should include a completed Bureau of Meteorology Application Cover Form, Résumé or CV, full details of qualifications and experience, and a Statement addressing the Selection Criteria.

Applications, which will be treated in confidence, should be forwarded, no later than COB Monday 26 May 2008

Applications can be lodged online at <http://www.bom.gov.au/waterjobs>

By email to: waterjobs@bom.gov.au

By mail to: Senior Recruitment Manager – Water Division,
Bureau of Meteorology, GPO Box 1289, Melbourne VIC 3001.

All applicants should include a completed Bureau of Meteorology Application Cover Form, Résumé or CV and a Statement addressing the Selection Criteria.

Should you experience any difficulties with accessing the position information or have any questions relating to the application process, please contact Maree Norden at the Recruitment Unit, by emailing waterjobs@bom.gov.au or Telephone (03) 9669 4333