



Job Description

Title:	Deputy Chief Financial Officer
Classification:	EL1
Opportunity Employment Type:	Ongoing/Non-ongoing
Security Clearance:	Baseline
Location:	Canberra ACT

About us

The National Blood Authority (NBA) is an Australian Government statutory agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate and affordable.

Job Context

The Deputy Chief Financial Officer (DCFO) will provide support and strategic advice to the NBA Chief Financial Officer (CFO) and the broader NBA, as a key member of the Finance and Business Services Team. The DCFO is responsible for the effective leadership of the finance and business services functions and the delivery of associated activities and outcomes. It plays a critical role in enabling the NBA to achieve its goals, by developing financial forward plans and to support operational teams understand and use the resources available to them.

We are seeking a driven team player, who is motivated to lead and enjoys working in a rapidly evolving and forward-thinking environment. Our ideal candidate will have strong financial and accounting expertise, excellent communication, an ability to build positive working relationships with stakeholders and have a strong capacity to manage competing tasks. You will be a fast learner, who can also use their current skill set to contribute to new ideas and improvements.

Primary Job Purpose

As DCFO, you will:

1. Monitor and report on financial results and developing forward plans for departmental and administered expenditure to enable the NBA to achieve its goals
2. Prepare financial statements, reports, briefs, and analysis for internal and external stakeholders, including annual financial statements, monthly internal reports, Audit and Risk Committee briefs and portfolio budget statements
3. Lead financial management, accounting operations and financial reporting to meet the NBA's obligations under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act)
4. Provide advice to the CFO, senior management and the broader NBA on financial opportunities, financial management, budget development and resource allocation
5. Assist in the management and strategic direction of business services
6. Manage the maintenance, development, and future state of the Financial Management Information System (FMIS)
7. Develop and maintain finance and accounting policies and instructions to support the NBA
8. Manage the performance and development of a small team by providing strategic direction, leadership, guidance, and coaching
9. Contribute to the NBA's organisational strategy and culture
10. Perform other duties and functions to support NBA priorities as required

Working in the NBA

All NBA officers are expected to participate in high level, organisation-wide responsibilities, and administrative support activities actively and willingly. Officers are required to operate flexibly and exercise higher order leadership skills as well as directly undertake lower order independent work when necessary to get the job done. This reflects the nature of the NBA as a relatively small, specialist Agency and our need to always operate with maximum flexibility and agility. In recognition of these circumstances, the NBA Enterprise Agreement provides for an annual, additional payment of \$1,000 to staff subject to meeting certain conditions.

Having regard to the flexible work requirements outlined above, the duties and responsibilities in this Job Description are subject to change and may be modified at any time for operational requirements.

Selection Criteria

The NBA applies a standard approach to the selection criteria for all positions. The suitability of applicants is assessed on the Australian Public Service Integrated Leadership System (ILS), current and potential ability to perform the duties of a particular position at the level required, and likely contribution to the work team and NBA.

In preparing your response to this vacancy, you are encouraged to address the three primary selection criteria in 1000 words maximum as follows:

- 1. Outline how you have demonstrated the capabilities and behaviours of the EL1 level [Integrated Leadership System](#). In writing your response to this criteria, consider the capabilities and behaviours set out in the [ILS EL1 profile](#).**

Shape strategic thinking:

- *Inspire a sense of purpose and direction*
- *Focus strategically*
- *Harness information and opportunities*
- *Show judgement, intelligence and common sense*

Exemplify personal drive and integrity:

- *Demonstrate public service professionalism and probity*
- *Engage with risk and showing personal courage*
- *Commit to action*
- *Display resilience*
- *Demonstrate self-awareness and a commitment to personal development*

Achieve results:

- *Build organisational capability and responsiveness*
- *Marshal professional expertise*
- *Steers and implements change and deals with uncertainty*
- *Ensures closure and delivers on intended results*

Communicate with influence

- *Communicate clearly*
- *Listen, understand and adapt to the audience*
- *Negotiate persuasively*

OFFICIAL

Cultivate productive working relationships

- *Nurture internal and external relationships*
- *Facilitate cooperation and partnerships*
- *Value individual differences and diversity*
- *Guides, mentors and develops people*

1. **Your experience in performing the duties of the position as described. We want to hear about your knowledge, skills and experience relevant to the duties outlined above.**
2. **Your potential to make a positive contribution to the immediate work team and the NBA.**

Additional Information

These are Designated Security Assessed Positions (DSAP) at Baseline Level. The successful applicants must be Australian Citizens capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.

A merit pool of suitable applicants will be created which may be used to fill ongoing vacancies of similar roles should they become available within 18 months from the day this vacancy was advertised in the APS Employment Gazette.

To Apply

Applicants are required to submit a cover letter, CV and complete an [NBA Cover Sheet](#) to NBAreruitment@blood.gov.au.

If you have any enquiries about this vacancy, please contact Tom Wilkinson on 02 6151 5060 or Tom.Wilkinson@blood.gov.au.