



Australian Government
Department of Defence
Defence Materiel Organisation

**THE CHALLENGES ARE
ENORMOUS...
SO ARE THE REWARDS**

DMO



**Finance Officer
APS Level 5**

DMO/31124

Location: Canberra, ACT

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|---|---|
| Job Reference number: | DMO/31124 |
| Position title: | Finance Officer |
| APS level: | APS Level 5 in accordance with the Defence Collective Agreement (<u>DeCA</u>) |
| Remuneration: | \$59,807- \$64,062 + 15.4% Super |
| Group: | Defence Materiel Organisation |
| Division: | Amphibious Deployment and Sustainment |
| Branch / Directorate: | Amphibious Deployment and Sustainment |
| Section: | Finance |
| Location: | Canberra, ACT |
| Employment arrangements: | Full Time |
| Type of employment opportunity: | Ongoing |
| Security classification of position: | SECRET |
| Contact officer: | Kathleen Payne (02) 6265 3155 |
| Closing date: | Thursday, 12 November 2009 |

Introducing the Defence Materiel Organisation

The Defence Materiel Organisation's (DMO) purpose is to equip and sustain the ADF and our first priority is to provide equipment for ADF units deploying on operations. We manage over 210 major capital equipment projects and over 150 minor projects, and we also sustain and upgrade over a hundred existing fleets.

The DMO will manage over \$130 billion of acquisition and sustainment business in the next 10 years. On Defence's behalf, we also manage one of the largest holdings of physical assets and inventory in the country valued at more than \$37 billion.

Under the leadership of our Chief Executive Officer Dr Stephen Gumley, our vision is "to be the premier program management, logistics and engineering services organisation in Australia".

The 2009-10 DMO Budget provides resourcing of \$11.8 billion across the three DMO Programs:

- 1.1 Management of Capability Acquisition (\$6.2 billion up from \$4.5 billion)
- 1.2 Management of Capability Sustainment (\$5.4 billion up from \$5.1 billion)
- 1.3 Provision of Policy Advice and Management Services (\$0.1 billion)

The ADF's operational success depends on us providing its capabilities on time, on budget and to the required levels of quality and safety. The DMO employs more than 7,800 people over 40 locations in Australia and overseas.

For more information about the DMO visit www.defence.gov.au/dmo.

The Position

Overview

The Amphibious Deployment and Sustainment (ADAS) Program is seeking an experienced and highly motivated, enthusiastic and reliable person to fill the role of Finance Officer. The successful applicant will part of a team responsible for budgetary estimates, financial planning, analysis, costing reviews, and the preparation of financial reports and submissions for the Landing Helicopter Dock (LHD) Project.

The LHD Project will introduce two 'Canberra' class ships into the navy by 2015, replacing the Heavy Landing Ship HMAS Tobruk and one Amphibious Landing Ship (Manoora or Kanimbla). This position will provide an enthusiastic and energetic individual with the opportunity to contribute to the management of a major capital project with a budget of over \$3 billion dollars.

Key Position Dimensions

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|--|---------------------|
| Reports to: | EL1 Finance Manager |
| Number of Staff in the Work area: | 6 |

Position Duties

1. Under the direction of the Business and Finance Manager LHD and in accordance with Government and Departmental policies, assist with the implementation and management of the business and finance aspects of the Amphibious Deployment and Sustainment Program.
2. Manage and maintain financial management systems and records for the control of Project funds including their reconciliation and coordination with Defence Financial Management Systems.
3. Assist with the preparation and presentation of the Additional Estimates and Budget Estimates for the ADAS projects.
4. Assist with the management of commitment and expenditure and monitor the financial and business progress of contracts, including auditing and acquittal of contractor accounts.
5. Prepare and assist with the Monthly Reporting requirements for ADAS Capital Projects and provide advice or prepare financial submissions and briefs for higher delegates on financial and business matters as required.
6. Provide advice on administration and business aspects of contracts and procurements.

Selection Criteria

1. Demonstrated good understanding of the principles of financial management as they relate to capital equipment acquisition, including working knowledge of government budgetary and financial processes.
2. Demonstrated knowledge of purchasing and financial policies and procedures.
3. Proficiency in the use of standard office computer programs and sound knowledge of financial management information systems.
4. Demonstrated problem solving and analytical skills.
5. Sound communication skills, and the ability to prepare various documentation including complex submissions.

Professionalisation

The DMO is seeking to recruit individuals with a commitment to ongoing professional development and our employees are encouraged to achieve and maintain professional status in a professional field.

The DMO's Professionalisation Initiative is a central strategy in DMO's *commitment* to meet the challenges of the future. This initiative for professionalisation and up skilling processes will be implemented to cover the entire DMO workforce. Prescribed eligibility requirements apply. The DMO is interested in candidates who can demonstrate an ongoing commitment to their own, and their staff's, professional development through achievement of chartered status or an equivalent form of professional recognition.

A key objective is to develop chartering/certifying processes and programs that enable our workforce to register competence through assessment against the highest standards available. They include formal professional certification programs that are awarded by a professional body or society, as currently applies to lawyers, engineers and technical officers, and accountants in DMO.

Employment Agreement

Terms of the Engagement

The successful candidate for the **Finance Officer** position will be engaged as an *ongoing employee* under the *Public Service Act 1999*.

Remuneration Package

In accordance with ([DeCA](#)) the successful candidate can expect to receive an attractive remuneration package with a salary within the range of \$59,807- \$64,062 and superannuation paid in accordance with legislative requirements.

Application Instructions

As part of our commitment to reducing Australia's carbon foot print, applicants are asked to submit their applications by email. Please ensure attachments are in Microsoft Word or Adobe Portable Document Format (PDF).

actsnsw.jobs@defence.gov.au

If you do not have email access, please contact Recruitment Services on (02) 6127 3022 to arrange an alternative.

Applications are to be received by **Thursday, 12 November 2009**.

Your application must include:

1. **A completed copy of the AA312 form “Personal Particulars of Applicant”** clearly stating the DMO Job Reference Number **DMO/31124**. This form is available from the DMO website [How to Apply](#) under section “**Lodging your Application**”.
2. **A statement** demonstrating how you meet the selection criteria. Candidates must outline examples and achievements that demonstrate their claims against the criteria. The statement can be in narrative or dot point and must be no longer than three pages for Australian Public Servant (APS) 1-6 and four-five pages for Executive Level 1 (EL 1) and above level positions.
3. **A copy of your current resume**, which includes a summary of your work history commencing with your most recent employment, listing the dates of employment, company names and position titles. It should also include details of your qualifications including dates and institution names.

For additional information on preparing your application and addressing selection criteria refer to the “[Cracking the Code](#)” publication located on the Australian Public Service Commission website.

Further enquiries about the position can be made to **Mrs Kathleen Payne** on **02 6265 3155** or Kathleen.payne@defence.gov.au

Order of Merit

An Order of Merit or a Merit Pool may be created from the listed of suitable applicants which may be used to fill similar position/s in the event a position/s becomes vacant within the 12 months from gazettal date of this position.

Eligibility

Citizenship Requirements

To be eligible for employment with the Department of Defence, applicants must be Australian citizens. Only in exceptional circumstances can this requirement be waived.

Security Clearance Requirements

Please be aware if you are considering employment within the DMO, the following security issues need to be considered:

- applicants are advised that all DMO jobs require some level of security clearance;
- for CONFIDENTIAL level clearances, applicants must have a checkable background for the previous five years, and
- while for SECRET and TOP SECRET levels of clearance, applicants must have a checkable background for the past ten years.

Potential applicants must be aware that any lengthy overseas stay during these periods can make checking difficult.

Please note that this position requires a **SECRET** level clearance.

**Thank you for your interest in
Defence Materiel Organisation**