



**Australian Government**  
**Department of Defence**  
Defence Materiel Organisation

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

**DMO**



**Finance Manager  
APS Level 6**

**DMO/31187**

**Location: Canberra, ACT**

<b>Job Reference number:</b>	DMO/31187
<b>Position title:</b>	Finance Manger
<b>APS level:</b>	APS Level 6 in accordance with the Defence Collective Agreement ( <a href="#">DeCA</a> )
<b>Remuneration:</b>	\$68,010 - \$77,690 + 15.4% Super
<b>Group:</b>	Defence Materiel Organisation
<b>Division:</b>	Aerospace Systems Division
<b>Branch / Directorate:</b>	Aerospace, Equipment, Maritime and Surveillance
<b>Section:</b>	Business Services
<b>Location:</b>	Canberra, ACT
<b>Employment arrangements:</b>	Full Time
<b>Type of employment opportunity:</b>	Ongoing
<b>*If Non-Ongoing, enter duration of Term:</b>	
<b>Security classification of position:</b>	SECRET
<b>Contact officer:</b>	Carolyn Buzza (02) 6265 1347
<b>Closing date:</b>	Thursday, 19 November 2009

# Introducing the Defence Materiel Organisation

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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](http://www.defence.gov.au/dmo).

## The Position

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The Aerospace Equipment, Maritime & Surveillance (AEMS) Branch plays a vital role supporting the needs of the Australian Defence Force and manage a number of significant aerospace acquisition projects including Projects AIR7000 Phase 1 (Multi Mission Unmanned Aerial Vehicle); AIR7000 Phase 2 (Maritime Patrol Aircraft); and JP129 (Tactical Unmanned Aerial Vehicles). The AEMS Branch has locations in the Canberra region as well as at the RAAF Base Edinburgh, South Australia and Aerospace Equipment System Support Office (AESSO), Laverton, Victoria. We are also responsible for providing sustainment support for many Aerospace platforms, including the Interim Surveillance Reconnaissance and Electronic Warfare capability, the P3 Orion (and its' future replacement), Special Purpose Aircraft, a variety of Aerospace Simulators and Aerospace General Support and Life Support Equipment.

AEMS Business Services (BS) has the important role of delivering all commercial (including business and finance) support to the respective projects and sustainment functional areas located in Canberra. You will be responsible for the oversight and management of all financial activities conducted within AEMS BS and will be required to deliver timely and accurate financial advice. You will work directly with the respective Project Managers and staff in each of our Project and Sustainment Offices and will be required to provide leadership and guidance to a small team of finance staff.

## Key Position Dimensions

Reports to:	EL 1 Business Finance Manager
Number of Staff in the Work area:	6
Size of Budget:	\$51.416m

## Position Duties

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1. Manage and prepare financial estimates, including Budget Estimates and Additional Estimates for Capital Investment Program and Sustainment activities.
2. Review and interpret Special Purpose Aircraft Lease and Maintenance and Support Arrangement financial terms and conditions.
3. Identify, engage and communicate with stakeholders, to capture and interpret financial requirements.
4. Participate in industry briefings, tender evaluations, contract negotiations and in the preparation of financial considerations of tender documentation
5. Provide input to the preparation of documentation and development of briefing material, reports, and contractual and tender documentation.
6. Manage and maintain financial management systems, asset accounting systems and records for the control of funds, including reconciliation and coordination of commitment and expenditure.
7. Provide financial advice within a commercial framework to relevant staff members and clients.

## Selection Criteria

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1. Good working knowledge and experience in the development and administering of budgets and financial allocations and participation in budgetary cycle activities.
2. Knowledge of Commonwealth purchasing and contracting policies and procedures.
3. Demonstrated ability to manage the financial aspects of both acquisition and sustainment contracts.
4. Ability to provide financial and business advice in relation to acquisition and sustainment activities including analysing financial and management reports.
5. Demonstrated experience with Financial Management Systems.
6. Sound analytical and communication skills; including representational, liaison and leadership skills and experience.

## 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 Manager** 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 **\$68,010 - \$77,690** 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](mailto: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, 19 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/31187**. 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 **Carolyn Buzza** on **(02) 6265 1347**.

### **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**

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### **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**