



As an Acquisition Finance Partner, I represent Defence Finance Group (DFG) by providing support to capability and delivery managers across approved projects for acquisition of Defence capability, estate and ICT investments. I also engage across unapproved projects on their path from Gate Zero to Government approval. I facilitate the asset capitalisation rollout of completed assets and the project closure process. In this way, I provide consistent DFG representation and support from project inception through to completion.

I provide independent financial advice, contestability, control and assurance, and oversight and advice on compliance with the Defence Project Accounting Manual and internal and external financial reporting.

I advise and support Project Sponsors, Directors and teams on Ministerial and Cabinet Submissions, project budgets programming, project accounting and financial matters.

I demonstrate the following behaviours

- Collaborating with Project teams as a trusted financial partner to Project Sponsors and Directors,
- Working together as one DFG team to provide clear and consistent advice on project financial governance,
- Advising on financial risks and opportunities to support project delivery and maintain the integrity of project approval,
- Making the complex simple, in communication to the range of project stakeholders, and
- Continuing to develop my knowledge of capability acquisition frameworks and processes and exploring new and innovative approaches to program and project financial management.



The TOOLS I need to use include:

ERP – SAP S/4 HANA

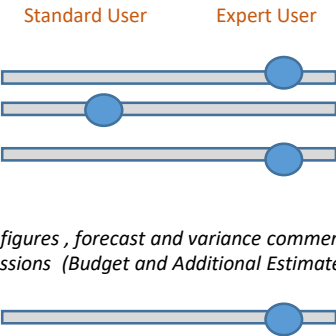
- Project accounting
- Purchasing (Orders, goods receipts, VIM)

IBRS – TM1

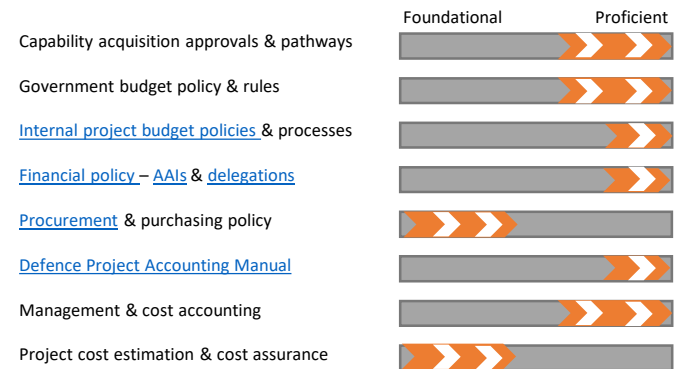
- Report generation
- Budget journals processing
- Entry of forecasting (forecast figures, forecast and variance commentary)
- Entry of project budget submissions (Budget and Additional Estimates)
- Budget phasing entry

Excel and PAFe

- Asset valuation models, Project ledgers, Report Generation



I need to **UNDERSTAND** Government and Defence Frameworks. The level of proficiency required will depend on my role and level, but generally:



I also need to **UNDERSTAND** how the Projects I support are structured, including:

- Project deliverables, contracts and schedules
- Project cost estimates to advise on finances and accounting
- Asset valuation and rollout plans and processes
- Financial performance, forecasts and pressures
- Industry engagement and contractor arrangements

The SKILLS I need include:

- Communication and interpersonal relationship skills to engage and build trust with stakeholders.
- Communication of complex information to a range of project stakeholders in simple and understandable terms.
- Accounting skills to understand how to account for capital and operating costs, and how to value and rollout assets over the project lifecycle.
- Defence knowledge and networking to understand needs, processes, and priorities of stakeholders.
- Commercial acumen for advising on financial risks and options as projects engage with industry.
- Forecasting and analytics experience to monitor and advise on financial performance across multiple years.
- Problem solving and the ability to respond and advise quickly with limited information.
- Being proactive, cooperative, and consistently contributing as a reliable and engaged team player.
- Courage, resilience and initiative to work productively in challenging situations.
- Coordination, facilitation and time management, to ensure the needs of multiple stakeholders are met.

I can **BUILD** these skills with the [DFG Learning and Development Framework](#).

I will **SUCCEED** when

- I proactively engage with capability and delivery managers, building positive professional relationships and becoming a trusted advisor,
- I develop and maintain professional relationships with my DFG colleagues, working together as one team to provide clear and consistent advice to capability and delivery managers,
- I have a well developed understanding of Government and Defence Frameworks, the policies and processes for capability acquisition budgeting and financial reporting, so I can support Projects to operate within Government approvals and Defence Financial Policy,
- I have a well developed understanding of the Projects I support,
- I interpret, challenge and explain data clearly,
- I track upcoming requirements and taskings so I can manage priorities and competing demands,
- I keep myself informed on DFG and broader Defence strategies,
- I embrace continuing professional education, and both learn from and pass on my knowledge to my team,
- I embrace innovation and always seek to improve processes and outcomes, and
- I am adaptable to change, and view it as an opportunity to learn.

My **RESPONSIBILITIES** include:

- Providing budget advice on affordability of proposed commitments.
- Providing oversight and advice on financial governance and compliance with accounting standards and Defence Accounting Policies, including the Defence Project Accounting Manual.
- Monitoring and advising on the project financial structures and accounting treatments, including complex transactions and international agreements, capital and operating classifications and costs recognition and allocation.
- Providing support to Projects in asset accounting tasks, including development and maintenance of Project Capitalisation Plans (PCapPs), Asset Valuation Models (AVMs), Asset Under Construction (AUC) balance reconciliations, Asset Impairment Questionnaires, asset rollouts and write down actions, and collating monthly asset accrual data.
- Maintaining the Project ledger to record budget, expenditure and commitments.
- Providing independent analysis and advice on financial performance, risks, pressures and opportunities.
- Managing project input into the budget cycle including project approvals, budgets, forecasts and phasings in the Internal Budgeting and Reporting System (IBRS).
- Providing financial advice in support of Projects in Foreign Military Sales (FMS) and Cooperative Programs.
- Advising Capability and Delivery Managers on budgets, including support at Budget Estimates and Additional Estimates exercises, guidance on consideration of wider Portfolio pressures, and advice on quarantined funds and contingency.
- Providing financial inputs for project and program reporting to Senior Defence Committees, departmental and Ministerial Briefings and Submissions, including Senate Estimate hearings.
- Providing quality assurance for project reconciliations and responses for statutory reporting and any audit requirements.

