



Position Description

Position title	Finance Officer
Classification	APS4
Division	Technology Services Division
Location	Brisbane/Sydney/Canberra
UPI number	APS40016
Date of approval	7/09/2021
Category	Accounting, Finance
Job evaluation reference	JER_263_08/21
Agency website	https://www.digitalhealth.gov.au/

About the Australian Digital Health Agency

The need for a connected healthcare system is greater than ever – one that’s accessible, progressive and secure. Better use of data and technology is helping people live healthier lives, with greater control and better access to important health information.

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the National Digital Health Strategy for Australia, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016.

The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation, clinical quality, and safety. Our focus is on getting data and technology to work for patients, consumers and the healthcare professionals who look after them.

Our values



Working together
collaboratively



Respect and
trust



Transparent



Accountable



Innovative

Division overview

Technology services – responsible for the operation of high quality, trusted, reliable and secure national digital health infrastructure and health support systems.

Primary purpose of position

The APS4 Finance Officer is accountable under general direction to undertake moderately complex financial processing and financial administrative support, organising their workflow and making decisions within defined parameters relating to their area of responsibility.

The APS4 Finance Officer will work closely with internal and external stakeholders to provide support and advice on financial processes, financial compliance and financial reporting.

Relevant duties

1. Leadership and Accountability

- Acquire, maintain, and apply a sound understanding of the financial processes and requirements within the Agency; provide support and advice to ensure financial compliance and adherence to relevant Government legislation including the *Public Governance, Performance and Accountability Act 2013*, Commonwealth Procurement Rules and Agency Accountable Authority Instructions.
- Responsible for managing competing requests, demands and priorities including assisting in the preparation of contract documentation and the creation of commitment approvals, purchase orders and goods receipting in the Agency's financial system.

2. Management Diversity and Span

- Accountable for monitoring and maintaining budget information, including assisting with the development of budgets, the collection of forecasts and actual costs and reporting of this information.

3. Job Context and Environment

- Accountable to provide financial processing and financial administrative assistance, support, and advice to defined activities within the Technical Assets and Procurement Section; applying a sound understanding and knowledge of how these relate to the work area and how they may impact on the operational outcomes of the branch and division.

4. Independence and decision-making

- Perform moderately complex work under general direction within established finance policy, procedures and frameworks selecting the most appropriate method to complete tasks.
- Make decisions within the roles delegated authority for financial processing and financial administrative support including the review, verify and process invoices; seeking appropriate approvals.
- Provide regular updates on key activities, issues, and priorities; identify issues, escalate the more complex issues and contribute to the mitigation of risks and the resolution of issues and problems within areas of responsibility.

5. Stakeholder Management

- Liaise with internal and external stakeholders on moderately complex financial processes and financial administrative matters; building and sustaining relationships, including working closely with others as part of a team.
- Communicate with, and provide information and advice to, a range of stakeholders regarding financial matters, financial processes and compliance with Agency finance requirements; resolve moderately complex enquiries from stakeholders.

Essential requirements

Ability to obtain and maintain a security clearance at a level designated by the Agency on request

Ability to obtain and maintain national police check.

Australian Citizenship is a condition of eligibility.

Restriction duty

N/A

Capabilities

These capabilities are in line with the Australian Public Service Commission integrated leadership system which can be found on the [Australian Public Service Commission website](#).

Qualifications

N/A