

# CANDIDATE INFORMATION PACK

UNIQUE OPPORTUNITIES • REMARKABLE CAREERS



## Manager Finance

SES Band 1  
September 2020



POLICING FOR A SAFER AUSTRALIA

## JOIN OUR TEAM

The AFP's role is to enforce Commonwealth criminal law, contribute to combating complex, transnational, serious and organised crime impacting Australia's national security and to protect Commonwealth interests from criminal activity in Australia and overseas. The AFP prides itself on demonstrating leadership and agility in a dynamic operating environment.

We are action orientated, ethical and values-driven, embracing diversity and inclusion. We value fairness, trust, respect, accountability, integrity, commitment and excellence in service to the community and in working with each other.

## THE MISSION

As Australia's national policing agency we protect Australians and Australia's interests.

### What we do

- Combat complex, transnational and organised crime and terrorism
- Disrupt crime offshore and support regional security as Australia's principal international law enforcement representative
- Protect Australian high office holders, foreign dignitaries, Australian government infrastructure, and designated international airports.
- Provide policing services to the Australian Capital Territory, Jervis Bay and Australia's external territories.

### Our Approach – Through leadership, collaboration and innovation we:

- Adapt by being intelligence informed
- Build partnerships in Australia and abroad
- Drive Australia's international policing interests to combat crime
- Develop leading-edge policing capabilities and knowledge

## THE ROLE

This role reports to the Chief Financial Officer of the AFP and is responsible for directing and leading a range of activities in this function.

### Minimum requirements

- You must be an Australian citizen to work for the AFP.
- Relevant qualifications and knowledge in area of expertise (CPA or CA).
- You must undergo an assessment to obtain and maintain a minimum of an (NV1) Security Clearance.

## OUR IDEAL CANDIDATE

As a leader within the AFP you will:

- support the strategic direction;
- be able to implement and lead innovation and continuous improvement within the AFP;
- have the ability to develop and motivate people;
- have strong stakeholder relationship skills;
- be forward thinking and self-motivated; and
- lead by example, embodying the inclusive culture to which we aspire.

## ROLE SCOPE

As an SES Band 1 in the AFP you will ensure that the achievement of outcomes is in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance instruments.

Manager Finance responsibilities are to:

- Provide a leadership role across the Finance function advising on all aspects of organisational financial management, budgeting, planning, and reporting;
- Drive business improvement and enhanced financial management performance through their people;
- Develop and maintain effective relationships with portfolio and central agencies in delivering budget and related outcomes appropriate to the AFP;
- Ensure the achievement of all business outcomes under their direction including effective decision support to business areas, timely delivery of internal and external budgets and other financial information requirements;
- Provide high level strategic budget advice and support to the CFO and Executive in shaping the financial direction and financial health of the AFP;
- Contribute to development and application of financial, workforce and capability strategies to support overall AFP performance;
- Assist the Executive to set resourcing based on organisational priorities and reallocate as appropriate; monitor pressures and advise on strategies to relieve pressure and work to ensure the best results are achieved; and
- Maintain and enhance a professional culture based on the AFP's core values, ensuring high levels of community confidence in the integrity, effectiveness and accountability of the AFP and its members.

## OUR OFFER

The AFP Senior Executive employment contract includes salary, airline lounge membership, fitness/health allowance, annual health assessments and employer superannuation benefits.

## MORE INFORMATION

The AFP is part of the Home Affairs portfolio and works closely with a range of other law enforcement and government agencies at state, territory, Commonwealth and international levels, enhancing safety and providing a secure regional and global environment.

The [Corporate Plan](#) is a legislative requirement under the Public Governance, Performance and Accountability Act 2013. It sets out the AFP's purpose, priorities, environmental context, the activities it undertakes, how performance is measured and the management approach to risk.

The plan is a rolling four-year plan and is updated annually. It is aligned with the outcome statements, program and performance information presented in the [AFP Portfolio Budget Statements](#). Performance against the plan and the PBS is reported in the [Annual Report](#).

### Diversity

[Diversity is a core element of modern policing](#). Not only does it ensure we reflect the community we serve, it also allows the AFP to build and maintain community trust, and strengthens our capacity to effectively respond to local, national and international challenges. Achievement of a diverse workforce, and an inclusive workforce culture, are not merely nice to have – they are imperative to our capability as an effective, future-ready police organisation.

### Further reading

- Platypus: Policing and community news from the Australian Federal Police
- AFP Media releases

## HOW TO APPLY

### To apply:

- Provide an application of no more than two pages outlining why you are attracted to the role or organisation and what you bring to the role, taking into consideration the role description and the [SES Band 1 Work Level Standards](#).
- Provide a copy of your Curriculum Vitae (CV) of approximately 3-5 pages.

Email your application and CV to [admin@amandaorourke.com.au](mailto:admin@amandaorourke.com.au) quoting **Reference Number 959**.

**Position contact:** Ms Amanda O'Rourke on 0452199031

**Applications close: 11:59pm (AEDT) Sunday, 4 October 2020.**

Late applications will not be considered without the explicit approval of the Selection Committee Chair.