**POSITION DESCRIPTION**

**Finance Officer**

## About the Role

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| **Classification** | APS Level 5 | **Job Reference** | CA2526-002 |
| **Branch** | Corporate Operations | **Section** | Financial Management |
| **Location** | Sydney or Canberra | **Employment Type** | Ongoing / non-ongoing  Full-time / part-time |
| **Reports to** | Assistant Director | **Agency Information** | [www.canceraustralia.gov.au](http://www.canceraustralia.gov.au) |
| **Salary** | $87,213 to $92,051 p.a. (plus 15.4% employer superannuation) | | |
| **Closing Date** | Sunday, 14 September 2025 | | |
| **Eligibility Requirements** | Must be an **Australian Citizen**.  The successful candidate may be required to undergo pre-employment checks and may be required to obtain/maintain a Baseline security clearance (minimum requirement depending on role) | | |
| **Qualifications** | Tertiary qualification in accounting or finance is essential.  Experience in SAP Concur is highly desirable | | |
| **How to Apply** | Write a one-page pitch and tell us why you are the right person for the job. We want to know why you are interested in the role, what you can bring to Cancer Australia, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you? ***(maximum words 1000)***  Your application must include an Application Cover Form, written pitch and your resume. Please refer to the job vacancy page on our website for the template  Completed applications should be emailed to: [recruitment@canceraustralia.gov.au](mailto:recruitment@canceraustralia.gov.au) | | |

## About Cancer Australia

As the Australian Government’s national cancer control agency, Cancer Australia aims to reduce the impact of all cancers and improve outcomes and experiences for all people affected by cancer.

The *Cancer Australia Act 2006* established Cancer Australia to provide leadership and vision, support to consumers and health professionals, and make recommendations to the government about cancer policy and priorities.

The agency is subject to the *Public Service Act 1999*, *Auditor General Act 1997* and is a non-corporate Commonwealth entity under *the Public Governance, Performance and Accountability Act 2013* and is part of the Health and Aged Care Portfolio.

## How we operate

Cancer Australia works collaboratively across the entire cancer control system with Australians affected by cancer, health professionals, researchers, policy makers and service providers. The agency is a respected thought leader in the sector and is uniquely positioned to provide robust, world-leading advice to the Australian Government on cancer policy priorities.

Cancer Australia works closely with Aboriginal and Torres Strait Islander people to integrate First Nations’ perspectives and co-design improved cancer experiences and outcomes for Aboriginal and Torres Strait Islander people. It fulfills its statutory obligations to fund cancer research by building research capability and addressing emerging priorities for cancer research. It also lends expertise to inform international cancer control.

Cancer Australia provides evidence-based cancer information to cancer consumers, health professionals and the community.

Cancer Australia uses its position as a trusted collaborator to facilitate a unity of purpose across the sector in setting priorities for cancer control both in Australia and internationally.

The agency leverages its stakeholder relationships to cost-effectively harness the most eminent advice on any cancer issue at short notice.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar roles. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles over the next 18 months.

## The Role

The Finance Officer will assist the Senior Financial Officers and Chief Financial Officer with finance, reporting and compliance functions of Cancer Australia.

The Finance Officer will be responsible for undertaking the following duties:

* Providing accounts payable and receivable processing support as required. Including creating and maintaining Vendors.
* Assisting with general accounting duties as directed, including bank reconciliation and cash management
* Assisting in the preparation of month end processes including journal entries and reconciliations
* Providing advice to staff on Cancer Australia’s policies including credits cards, procurement and hospitality
* Assisting with preparation of the monthly BAS and annual FBT return
* Processing of monthly credit card transactions and personal expense claims
* Assisting the finance team with internal and external reporting
* Maintaining records via TRIM records management system to support reporting
* Other ad hoc accounting duties to support the broader team.

## The Person

To be successful in this role, candidates must be able to to demonstrate the following APS capabilities:

1. **Supports strategic thinking** – Understands, supports and promotes the strategic direction of the Team in alignment with Branch and Agency objectives.
2. **Achieves results** - Commits to achieving quality outcomes and sees projects through to completion whilst remaining responsive and positive to changes in requirements.
3. **Supports productive working relationships** - Builds and sustains positive relationships with team members and stakeholders.
4. **Displays personal drive and integrity** - Displays and promotes ethical behaviour in accordance with the APS Code of Conduct, APS values and APS Employment Principles.
5. **Communicates with influence** - Confidently presents messages in a clear, concise and articulate manner, and selects the most appropriate medium for conveying information.

These capabilities are defined and illustrated in the APS5 Capability Profile: <https://www.apsc.gov.au/sites/default/files/2021-06/ilsaps5profile.pdf>