



## Australian Research Council (ARC)

### Budgeting Officer

<b>Classification</b>	APS Level 4	<b>Job Reference No.</b>	ARC2021-010
<b>Branch</b>	Corporate Services	<b>Section</b>	Finance
<b>Location</b>	Majura Park, Canberra Airport	<b>Employment Type</b>	Ongoing
<b>Salary</b>	\$67,185 - \$70,999 +15.4% superannuation	<b>Work arrangement</b>	Full time / Part-time
<b>Closing date</b>	11:59pm Thursday, 3 December 2020	<b>Agency Information</b>	<a href="#">Careers at the ARC</a>
<b>Contact Officer</b>	Chen Liu, Management Accountant, (02) 6287 6691		
<b>Eligibility Requirements</b>	<ul style="list-style-type: none"><li>• Must be an Australian citizen</li><li>• Undergo Police Check</li><li>• Undergo ID Verification Check</li><li>• Must hold Baseline Security Clearance</li></ul>		
<b>Qualifications</b>	Tertiary qualifications or professional qualifications (or working towards) in accounting or a similar field.		
<b>How to apply</b>	<p>Write a 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 the ARC, and how your skills, knowledge, experience, and qualifications are applicable to the role. In a nutshell – why should we hire you? (Maximum Words: 1,000).</p> <p>Your application <b>must</b> include a <a href="#">Job Application Cover Form</a>, <a href="#">written pitch</a> and your resume.</p> <p><i>Please consider the <a href="#">APS Work Level Standards</a> when submitting your application.</i></p>		

### About the Position

The position is within the Finance Team in the Corporate Services Branch. The Finance Team is a small team responsible for the financial management of the ARC. Given the size of the team, the position covers a diverse range of responsibilities mainly including internal and external budgeting, financial operations and reporting, and compliance with the Commonwealth Resource Management Framework.

We are looking for a strongly motivated individual with drive, integrity and passion to drive the financial sustainability of the ARC. The role supports the Management Accountant to deliver and manage the ARC's internal and external budget framework.

### Duties and Tasks

As the Budgeting Officer you will:

- Support the ARC's contribution to the Commonwealth Budget process including estimates, preparation of the Budget Statements and addressing Estimates Memoranda
- Assist with the development, maintenance, monitoring and reporting on the ARC's internal budgets
- Provide timely advice to internal and external stakeholders on a range of budget issues
- Perform additional duties or assume responsibility of functions as directed

## **Required skills and Knowledge**

The following qualifications, experience and skills are highly desirable:

- Relevant experience in internal and external budgeting
- Good understanding of the Commonwealth Resource Management Framework
- Ability to multitask and work in a challenging fast paced environment
- Strong administrative and organisational skills
- Sound numeracy skills and the ability to work accurately with attention to detail
- Intermediate skills in Microsoft Excel
- Experience using the Central Budget Management System (CBMS)

## **Our Ideal Candidate**

Our ideal candidate will possess strong verbal and written communication skills and will have the ability to communicate clearly and effectively with all stakeholders.

You will have a strong ability to manage your workload and will be adaptive to changing and competing priorities.

You will be a self-starter, show initiative and will be motivated to work towards team goals.

**For further information about our Agency and what we offer, please refer to the [ARC Website](#)**