

# Position Description

## Financial Controller

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**Australian Government**  
**Infrastructure Australia**

|                      |   |
|----------------------|---|
| Agency               | Infrastructure Australia  |
| Division/Branch/Unit | Operations  |
| Location             | Sydney  |
| Date of Approval     | February 2024   |
| Agency Website       | <a href="https://www.infrastructureaustralia.gov.au/">https://www.infrastructureaustralia.gov.au/</a> |

### Agency overview

Infrastructure Australia is an independent statutory body with a mandate to prioritise and advise on nationally significant infrastructure.

Infrastructure Australia provides independent research and high quality advice to all levels of government, as well as investors and owners of infrastructure, on Australia's requirements for nationally significant infrastructure.

The general functions of Infrastructure Australia are detailed in the *Infrastructure Australia Act 2008*.

### Primary purpose of the role

The Financial Controller assists the Chief Operating Officer in delivering Infrastructure Australia's business services functions including Finance and procurement.

### Key Responsibilities

- Coordinates the day-to-day operation of the finance function. Provides general accounting support, and financial analysis to support the efficient operation of all of Infrastructure Australia's functions.
- Manages and provides guidance to the Finance Manager and Accounts Payable Officer as required.
- Manages the payroll function including PAYG submission, and monthly superannuation lodgments.
- Manages the full month end process, ensuring the timely delivery on the monthly results, and variance analysis to budget.
- Manages statutory reporting including BAS and FBT returns.
- Provides analysis of financial information to assist senior management and the Board in informed decision making.
- Manages Infrastructure Australia's procurement and contract management process, ensuring procurement guidelines and policies are adhered to.
- Practices cross-functional collaboration in contributing to the strategic direction of the organisation, keeping Infrastructure Australia's commitments to its various stakeholder groups at the heart of its decision making.

### Essential Requirements

- Tertiary qualifications in a financial or accounting discipline.
- Experience providing a range of general accounting and financial analysis and procurement process management.
- Sound project management skills, including a demonstrated ability to manage delivery of quality outcomes within tight annual deadlines.
- Demonstrated proficiency in financial software and systems.

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- Strong written and oral communication skills, including an ability to communicate complex financial concepts effectively and concisely to diverse audience.
- Demonstrated ability to collaborate across functions and disciplines to achieve shared strategic goals.
- Ability to demonstrate and promote values independence, transparency, collaboration, credibility and rigor in all that we do.


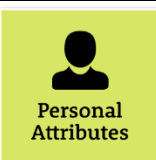

### Desirable Requirements





- Previous experience working with government frameworks, in particular knowledge of Federal Government requirements and processes.






***Infrastructure Australia values and supports workforce diversity. We encourage applications from Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds and people with a disability.***

### Key relationships

| Who                             | Why  |
|---------------------------------|--|
| <b>Internal</b>                 |  |
| Chief Operating Officer         | • Manager's the Financial Controller and oversees the Finance function |
| Finance Manager                 | • Works closely with the Financial Controller                          |
| Accounts Payable Officer        | • Works closely with the Financial Controller                          |
| Executive Leadership Team (ELT) | • Provides financial analysis and support to inform decision making    |

| FOCUS CAPABILITIES  |  |   |                     |
|---|--|---|---------------------|
| Capability group/sets   | Capability name  | Behavioural indicators  | Level               |
|  Personal Attributes | <b><u>Displays Self Awareness</u></b><br>Manages thoughts, emotions and desires. Understands how emotions and behaviour can affect others and acts accordingly. Actively listens to understand others' thoughts, feelings and concerns | <ul style="list-style-type: none"> <li>• Demonstrates high levels of self-awareness and maintains self-control in difficult situations</li> <li>• Demonstrates calmness and confidence in high pressured or stressful situations.</li> <li>• Checks his or her understanding of the other person's perspective and experience before responding.</li> <li>• Remains poised, calm and rational in debates</li> </ul> | <b><u>Adept</u></b> |
|  Personal Attributes | <b><u>Demonstrates Adaptability</u></b><br>Adapts and responds flexibly to changing situations. Learns from experience   | <ul style="list-style-type: none"> <li>• Scans or reads the environment to anticipate the need to adapt to changing requirements or situations.</li> <li>• Seeks opportunities to have a positive impact on the business before being forced by circumstances.</li> </ul>   | <b><u>Adept</u></b> |
|  Personal Attributes | <b><u>Acts ethically and with Integrity</u></b><br>Is ethical and professional. Behaves consistently with honesty and integrity.   | <ul style="list-style-type: none"> <li>• Consistently demonstrates and role models high personal standards of ethical judgment</li> <li>• Consistently applies Infrastructure Australia's policies and standards</li> <li>• Promotes a culture of integrity and professionalism within the organization and externally</li> </ul>   | <b><u>Adept</u></b> |

|  |  |   |                 |
|--|--|---|-----------------|
|  <p>Personal Attributes</p> | <p><b>Demonstrates Accountability</b> Demonstrates accountability for the achievement of results through efficient resource allocation and commitment to quality outcomes</p>                  | <ul style="list-style-type: none"> <li>Monitors ethical practices, standards and systems and reinforces their use</li> </ul>  | <b>Advanced</b> |
|  <p>Relationships</p>       | <p><b>Influences and Negotiates</b> Negotiate and influences persuasively to gain support for courses of action that benefit the team</p>  | <ul style="list-style-type: none"> <li>Creates a culture of achievement fostering on-time and on-budget delivery of quality outcomes</li> <li>Develops and supports systems to ensure all employees are able to connect their individual efforts to Infrastructure Australia outcomes</li> <li>Identifies and removes potential barriers to long term achievement of planned outcomes</li> <li>Uses own professional knowledge and expertise of others to drive the Infrastructure Australia and wider Government objectives</li> </ul> | <b>Advanced</b> |
|  <p>Relationships</p>     | <p><b>Engages with Stakeholders</b> Actively seeks to build and maintain relationships with clients, colleagues and stakeholders ensuring customer satisfaction and stakeholder engagement</p> | <ul style="list-style-type: none"> <li>Builds alliances between teams/workgroups to achieve strategic goals.</li> <li>Builds external relationships across boundaries and with key stakeholders by developing informal and formal networks.</li> <li>Builds relationships across and beyond the organisation with key stakeholders.</li> <li>Facilitates constructive dialogue with stakeholders.</li> </ul>  | <b>Advanced</b> |
|  <p>Relationships</p>     | <p><b>Communicates Effectively</b> Communicates clearly using the most appropriate method, actively listens, and works to understand diverse viewpoints and responds respectfully</p>          | <ul style="list-style-type: none"> <li>Communicates organisational changes and initiatives in a relevant and actionable manner to employees.</li> <li>States the facts and explains their implications for Infrastructure Australia and its stakeholders</li> <li>Actively listens and identifies ways to ensure all have an opportunity to communicate</li> <li>Is effective and credible when responding to the media or stakeholders while representing the views of Infrastructure Australia.</li> </ul>                            | <b>Advanced</b> |

|  |   |   |                        |
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| <br>Results             | <p><b><u>Makes Effective Decisions</u></b><br/> Displays confidence to take risks and make timely and effective decisions. Shows confidence in own judgement and actions</p>                | <ul style="list-style-type: none"> <li>Identifies the part of the business value chain that is affected by a particular decision or action, diagnoses the situation, and prioritises what needs to be done and who needs to be involved.</li> <li>Balances risks and costs with the rewards and probabilities of success when making decisions.</li> <li>Refers to the Infrastructure Australia's strategy and objectives and uses sound judgement to make effective business decisions.</li> <li>Makes decisions that positively impact team performance.</li> </ul> | <b><u>Adept</u></b>    |
| <br>Results             | <p><b><u>Effectively solves problems</u></b><br/> Handles situations and problems with innovation and creativity. Applies own expertise effectively</p>                                     | <ul style="list-style-type: none"> <li>Views problems as an opportunity.</li> <li>Understands that complex issues and problems require a different approach.</li> <li>Conveys a sense of urgency about addressing problems and opportunities.</li> <li>Understand Infrastructure Australia's current and potential future role within government and the community, and plans appropriately</li> </ul>  | <b><u>Advanced</u></b> |
| <br>Results             | <p><b><u>Delivers Results &amp; Project Management</u></b><br/> Plans ahead and works in a systematic and organised way. Achieves results and displays a commitment to quality outcomes</p> | <ul style="list-style-type: none"> <li>Creates a culture of achievement communicating expectations of delivery of on-time and budget quality outcomes</li> <li>Empowers others to achieve results and holds them accountable for actions.</li> <li>Identifies and removes potential barriers to achievement</li> <li>Uses own professional knowledge and the expertise of others to drive Infrastructure Australia objectives</li> </ul>  | <b><u>Advanced</u></b> |
| <br>People Management | <p><b><u>Manage and Develop People</u></b><br/> Engages and motivates people, developing their potential and capabilities</p>   | <ul style="list-style-type: none"> <li>Encourages and supports others to grow, develop and achieve success through coaching and mentoring.</li> <li>Plans, organises and oversees the work of individuals and work flow.</li> <li>Fosters a culture of coaching and mentoring as essential aspects of developing future leaders.</li> <li>Coaches others on strategic thinking, planning and decision making especially from multiple perspectives.</li> </ul>  | <b><u>Advanced</u></b> |
| <br>People Management | <p><b><u>Manages Resources</u></b><br/> Manages resources effectively and applies workforce planning principles</p>   | <ul style="list-style-type: none"> <li>Develops and implements longer terms goals and plans that guide the team in line with Infrastructure Australia objectives</li> <li>Allocates resources to ensure business outcomes and Infrastructure Australia objectives are achieved. Contributes to workforce planning</li> <li>Ensures that team members base their decisions on a sound understanding of Government principles and contributes at a strategic level to resource allocation based on Infrastructure Australia's objectives</li> </ul>                     | <b><u>Adept</u></b>    |