



Australian Government
Professional Services Review

SELECTION CRITERIA – APS6 FINANCIAL ACCOUNTANT

1. Demonstrated understanding of Australian Accounting Standards, and the Commonwealth's financial management framework
2. Demonstrated experience and ability in preparing monthly and annual financial statements, BAS and FBT returns, and budget work papers
3. Demonstrated experience in financial management information systems, the central budget management system (CBMS) and Microsoft Excel
4. Demonstrated ability to exercise sound judgement, implement continuous improvement and possess strong analytical and problem solving skills
5. Proven capacity to take responsibility for planning and managing routine and non-routine tasks, with limited supervision and within tight deadlines, by demonstrating personal drive and commitment
6. Well-developed written and verbal communication skills, including an ability to prepare accurate and timely advice, including accounting position papers, financial reports explaining actuals against budget for senior management and audit and risk committee meetings, formal responses to external surveys and ad-hoc requests
7. Understanding of public service values, ethical standards and a demonstrated self-awareness, professionalism and proven commitment to staff development, workplace diversity and work health and safety practices