

**Position details**

<b>Job reference</b>	IGTO 008-2023
<b>Position title</b>	Financial Controller
<b>Classification</b>	Executive Level 1 IGTO (\$122,989 – \$141,082 per annum) + attractive employer superannuation) under the <i>2018-21 IGTO Enterprise Agreement</i>
<b>Number of positions</b>	One
<b>Closing Date</b>	Midnight AEDT, Sunday 15 October 2023
<b>Location</b>	Sydney
<b>Working arrangements</b>	Full-time The Inspector-General of Taxation and Taxation Ombudsman supports a range of flexible working arrangements.
<b>Job Type</b>	Ongoing/Non-Ongoing for expected vacancies.
<b>Eligibility</b>	Employees of the Inspector-General of Taxation and Taxation Ombudsman are required to be Australian citizens and must hold a current security clearance, at the baseline level, or successfully complete a clearance prior to commencement.
<b>Mandatory qualifications and experience</b>	Demonstrated leadership of organisational financial management. Relevant tertiary qualifications in accounting. Membership of a relevant professional association.
<b>Contact officer</b>	Kim Williams Phone: 0427 944105 Email: kim.williams@igt.gov.au

## About The IGT0

The Inspector-General of Taxation and Taxation Ombudsman (IGTO) is an independent, small Commonwealth Government Agency (about 30 people) located in Sydney.

The IGTO investigates taxation disputes, tax administration actions and systems so that we can provide assurance to the community that taxation laws are administered consistent with community expectations. We also improve the administration of taxation laws for the benefit of all taxpayers, tax practitioners and other entities.

Employees of the IGTO are public servants employed under an Enterprise Agreement in accordance with the *Public Service Act 1999*.

The IGTO has a supportive, inclusive and vibrant office culture that encourages innovation.

The IGTO supports its team with a flexible working environment as well as internal and external training and development, including financial assistance for further relevant studies and professional accreditation.

The IGTO has a range of flexible work options including working from home, part time work and staggered start/stop times. Whilst the office location is in Sydney, the IGTO welcomes applications from other locations with a view to remote working after an initial one-month induction at the Sydney office. Ongoing periodic Sydney office attendance would be expected post the induction.

For further information about our office and our role, refer to the IGTO website at [www.igt.gov.au](http://www.igt.gov.au).

## About the Role

Reporting to the Chief Operating Officer, and working collaboratively with the Chief Operating Officer in relation to the financial management of the agency, the Financial Controller leads the financial management function in the Inspector-General of Taxation and Taxation Ombudsman's (IGTO) and provides strategic advice, managing projects, liaising with internal and external stakeholders and developing and training internal capability around financial compliance (including Budget cost centre managers).

The Financial Controller oversees finance management in the IGTO ensuring that these services are delivered effectively and ethically. To do so, the Financial Controller will be required to negotiate resource and budget allocations, accurately assess organisational priorities and risks, and analyse implications for business performance and funding. In addition, the Financial Controller will identify and manage the financial risks across the agency and ensure that legislative obligations are complied with.

The Financial Controller will provide timely information and advice to the Executive in relation to high-level financial management and reporting matters. The position requires

strong communication skills to liaise with a variety of stakeholders, including the Executive, the Audit and Risk Committee, the Department of Treasury and Finance, the Australian Taxation Office, the Australian National Audit Office and external assurance firms (for example: in relation to internal audit) among others.

The Financial Controller is responsible for complying with legislated budgetary and financial reporting obligations of the IGTO, including those under the *Public Governance, Performance and Accountability Act 2013*.

The Financial Controller plays an important control function for financial management and is responsible for all aspects of the IGTO's financial capability, including sign off of the annual financial statements.

The IGTO is an integrity agency and as such, the successful candidate shall exemplify the highest standards of ethical behaviour and integrity.

## **Mandatory Qualifications / Experience**

- Demonstrated leadership of organisational financial management.
- Relevant tertiary qualifications in accounting.
- Membership of a relevant professional association.

## **Duties**

- contributing to strategic financial planning using an understanding of organisational objectives and the whole of government agenda.
- providing information and advice to employees, the Executive and the Audit and Risk Committee in relation to financial management and reporting matters.
- overseeing various financial processes, including budget management, financial statement preparation, fringe benefits tax return preparation, management and compliance reporting and quality control of the financial management function within the IGTO.
- ensuring the IGTO meets legislative and Australian government requirements in relation to compliance, governance and reporting.
- identifying and managing financial risks across the agency, including as a risk owner and delegate under the PGPA Act.
- managing and maintaining accurate financial management information using Treasury's financial management system, Technology One.

- providing strategic organisational financial analysis supported by management reporting including budgeting, financial and other resource management which comply with all statutory requirements
- providing advice to the Executive on the IGTO's financial strategy and management
- leading the IGTO's external budget function, including development of new policy proposals and budget documentation, and liaison with central and portfolio agencies
- managing the design and implementation of, and ensuring compliance with, financial controls, reporting systems and policies across the IGTO
- overseeing the IGTO's procurement activity and providing procurement advice
- having excellent stakeholder relationship skills to a diverse range of stakeholders across the IGTO and government

Duties are to be performed under minimal direction and in accordance with the Australian Public Service (APS) Code of Conduct and the APS Values.

## Application Process

The IGTO uses a range of assessment options and processes to assist in selecting suitably qualified and experienced applicants. We uphold the [Merit Principle](#) and our processes are designed to select the right people for our roles.

### What are the steps?

1	Apply	<ul style="list-style-type: none"> <li>• Complete the applicant details form;</li> <li>• Provide your current resume of no more than two pages; and</li> <li>• Complete a 'pitch', referencing the <a href="#">Integrated Leadership System (ILS) EL1</a> for an EL1, detailing your relevant skills and experience against the position requirement.</li> </ul>
2	Shortlist	Applicants will be assessed on their written application using the EL1 level requirements of the <a href="#">Integrated Leadership System (ILS) EL1</a>
3	Interview	Shortlisted applicants may be invited to attend an interview.
4	Referees	Referees may be contacted for further assessment of suitability.

5	Process Complete	After the delegate has approved the process, a merit pool may be established. All applicants will be notified of the outcome of the process.
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### How to apply

Your application should be emailed to [recruitmentigt@igt.gov.au](mailto:recruitmentigt@igt.gov.au). If you do not have internet access or are experiencing any difficulties lodging your application, please contact Kim Williams on 0427944105 or [kim.williams@igt.gov.au](mailto:kim.williams@igt.gov.au).

As part of your application you will need to:

- Complete the applicant details form;
- Provide your current resume of no more than two pages; and
- Complete a 'pitch', referencing the [Integrated Leadership System \(ILS\) EL1](#) for an EL1, detailing your relevant skills and experience against the position requirement.

### Pitch

Please prepare a 'pitch' of no more than seven hundred and fifty (750) words to describe how your skills and experience would contribute to the Senior Disputes Investigator role within the IGT. You should refer to the [Integrated Leadership System \(ILS\) EL1](#), at the EL1 level when preparing your 'pitch'.