



# AIATSIS

Join Australia's leading collecting, research and publishing institution on the cultures and histories of Indigenous Australians.

*Over its 50-year history, AIATSIS has evolved into a national authority on Indigenous studies. It is a hub for collaborative, ethical collecting and research and develops Indigenous staff and researchers. AIATSIS Collections are one of the world's leading collections of printed, audio and visual materials on Aboriginal and Torres Strait Islander culture, history and societies.*

## Finance Officer – Affirmative Measures

**APS Level 5**

**Ongoing, full time**

**\$68,948 - \$73,591**

### Duties

The Finance Team is responsible for the financial management of AIATSIS including internal financial control, Accountable Authority Instructions and financial delegations, administrative procedures, accounts payable and receivable, asset management, and external and internal budgeting and reporting.

The Finance Officer position sits within a small team delivering financial activities. The team is committed to providing excellent, client focused services to our staff and customers. The successful applicant will need to demonstrate strong coordination, liaison and relationship management skills. They will demonstrate technical capability and sound judgement, including the ability to improve and streamline business processes.

Relevant financial/accounting tertiary qualifications or working towards a qualification are desirable.

This position reports to the Deputy Chief Financial Officer.

### Affirmative Measures

*This will be filled using the Affirmative Measures provision, which allows for the targeted recruitment of Indigenous Australians into the Australian Public Service. The vacancy is only open to Aboriginal and/or Torres Strait Islander people. The filling of this employment opportunity is intended to constitute an affirmative measure under section 8(1) of the Racial Discrimination Act 1975.*

**Closing Date: 11.59pm Friday 5 February 2021**

### How to apply:

Please consult the AIATSIS website [www.aiatsis.gov.au](http://www.aiatsis.gov.au) for more information and download the Application Pack. Follow the instructions on the Application Pack and submit your application to [recruitment@aiatsis.gov.au](mailto:recruitment@aiatsis.gov.au) by the closing date.

Applicants will be required to demonstrate a high level of cultural proficiency in relation to Aboriginal and Torres Strait Islander cultures and the capacity to work with Aboriginal and Torres Strait Islander people as stakeholders, colleagues and peers.

### This is an identified position

*The Institute values a skilled and diverse workforce to meet the needs of the organisation in the promotion of knowledge and understanding of Australian Indigenous cultures, past and present. Aboriginal and Torres Strait Islander people are encouraged to apply.*

**CLICK FOR FURTHER INFORMATION  
AND TO VIEW THE APPLICATION PACK**