



Position title	Financial Controller
National Gallery level	NGA Executive Level 1
Position number	Position No. 3302
Employment type	Ongoing
Department	Financial Operations
Portfolio	CFO and Commercial
Immediate supervisor	Head of Financial Operations
Direct reports	Senior Financial Accountant Financial Accountant
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Baseline Security Clearance (or the ability to obtain) Relevant qualifications in accounting, with demonstrable experience Professional certification and/or membership of a relevant professional association such as Certified Practising Accountant / Chartered Accountant

ABOUT THE GALLERY – ABOUT OUR TEAM

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include excellence, creativity, courage, respect, and accountability.

WORKING AT THE GALLERY

When you work at the National Gallery you will be exposed to some of the world's leading Australian and international art and artists. We are located in the parliamentary triangle on the waterfront and your lunchtimes can be spent in our beautiful sculpture garden or around Lake Burley Griffin.

We support flexible working practices, including working from home, and you will have access to low-cost, onsite car parking.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

Position description – Financial Controller (3302)

We value the contribution that a diverse workforce brings and encourage those from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

OVERVIEW OF THE ROLE

The CFO and Commercial Portfolio provides strategic advice to the Council and Senior management, and partners with teams across the National Gallery to provide efficient, ethical, professional financial services and the provision of functional support to achieve the National Gallery's strategic outcomes.

The Financial Controller is responsible for the day-to-day financial management of the National Gallery. This includes delivery of high quality, timely and accurate statutory reporting, robust financial control framework and information systems, and treasury functions.

The Financial Controller manages a small team within the broader Financial Operations Team and is responsible for the Gallery's financial accounting and reporting, as well as the National Gallery Foundation's financial accounting and reporting, including:

- Input of monthly actuals into the Central Budget Management System,
- Preparation of the annual financial statements,
- External audit coordination,
- General ledger management, accounting policy, taxation, payroll and asset accounting.

The broader Financial Operations Team also undertakes accounts processing, accounts receivable, credit card and cash management and monitors compliance with the PGPA Act and the National Gallery's Council Instructions.

This position reports to the Head of Financial Accounting and Operations and is responsible for managing a small team. This position is an ongoing full-time role.

OUR IDEAL CANDIDATE

To be successful in this role you must have extensive accounting experience with demonstrated ability to lead and develop a small team to undertake the National Gallery's financial operations.

Your highly developed organisational skills, in-depth oral and written communication skills, ability to prioritise and excellent attention to detail will ensure you can lead and deliver high quality outcomes in a fast-paced environment.

Our ideal candidate will have a strong technical accounting background, outstanding problem-solving skills, and the ability to provide strategic and operational financial advice and support to the Gallery. You will have strong systems awareness and a curious mind aimed at streamlining processes and working collaboratively to drive continuous improvement.

The successful candidate will have tertiary qualifications and CPA/CA professional qualifications.

WHAT WILL YOU DO?

In accordance with the APS Executive Level 1 work level standards, you will:

- Manage the financial reporting, reconciliation and accounting processes for non-financial assets, including the national art collection, building, property, plant and equipment, leases and liabilities.
- Manage the financial reporting processes for two separate reporting entities including consolidation. Coordinate external audit requirements for the financial statements audits.
- Oversee trusts, endowments and the treasury function including monthly cash flow reports and forecasts.
- Oversee payroll related accounting and analytical activities e.g. Long Service Leave computations and analytics

- Ensure the National Gallery is compliant with the statutory, tax and other external reporting requirements.
- Understand, oversee and manage the accounting for the national heritage and culture art collections.
- Deliver accounting policies, procedures, advice and training across the Gallery.
- Maintain the general ledger and developing the financial management information systems and control framework.
- Lead, develop, coach and establish priorities within the team that promotes a continual improvement and achievement orientated environment.

WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate, or have the ability to develop the following,

You will:

- The ability to take responsibility to prioritise your own work and manage the team effectively in order to **achieve results**, often working to competing priorities with tight deadlines while maintaining accuracy.
- Versatility and flexibility to **align your work with the strategic priorities** of the National Gallery while identifying and managing complex financial matters with contemporary finance solutions.
- **Support productive working relationships** by leading and motivating the team, responding to changes in needs and educating clients to ensure compliance.
- The ability to **communicate with influence** both verbally and in writing, in order to negotiate effectively with stakeholders.
- The ability to **act with integrity**, showing accountability, judgement and professionalism in all that you do.

HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **two pages** that outlines your skills, capabilities and experience, against the 'Our ideal candidate' information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

To apply for this role please forward your application to recruitment@nga.gov.au.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations <retain if relevant>

To be eligible for this role you **must**

- hold an Australian Citizenship
- satisfy a police check
- Baseline Security Clearance (or the ability to obtain)

Role specific mandatory qualifications certification and/or registrations include:

- Relevant qualifications in accounting, with demonstrable experience is essential
- Professional certification and/or membership of a relevant professional association such as Certified Practising Accountant / Chartered Accountant is essential

Work, Health & Safety Obligations

This role is required to ensure that they meet duty of care obligations as required under WHS legislation. This is achieved by:

- being accountable and taking ownership of health and safety matters within their control or ability to promote a culture of health and safety within the National Gallery
- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday National Gallery business

Contact

Further information about the position may be obtained by contacting Mary Fisher on +61 2 6240 6747 or mary.fisher@nga.gov.au.