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Position title	Financial Operations Manager
National Gallery level	NGA Executive Level 1
Position number	Position No. 3506
Employment type	Non-ongoing 2 years
Department	Financial Operations
Portfolio	CFO and Commercial
Immediate Supervisor	Head of Financial Operations
Direct Reports	Accounts Payable Officer Accounts Receivable Officer Financial Administration Assistant
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 is essential. Professional certification and/or membership of a relevant professional association such as Certified Practising Accountant / Chartered Accountant is essential

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**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 Boldness, Integrity, Respect and Excellence.

**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 National 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.

We value the contribution that a diverse workforce brings and encouraged 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, the 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 Operations Manager is responsible for the co-ordination of day-to-day financial operations of the National Gallery. This includes delivery of efficient processing for accounts payable and accounts receivable, together with timely and accurate reconciliations and statutory reporting.

The Financial Operations Manager manages a small team within the broader Financial Operations Team and is responsible for:

- Managing day-to-day receipting including accounts receivable and bank reconciliations for multiple entities,
- Processing of accounts payable including reviewing and approving weekly payment runs,
- Management and processing of Gallery issued credit cards and travel,
- Monitors compliance with the PGPA Act and the National Gallery's Council Instructions,
- Process improvement and enhancement across the Gallery's day-to-day financial operation processes.

The broader Financial Operations Team also undertakes the statutory reporting (financial statement preparation and audit coordination), tax compliance and accounting for assets and payroll.

This position reports to the Head of Financial Accounting and Operations and is responsible for managing a small team. This position is a non-ongoing role for two years.

## **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 customer focus, outstanding problem-solving skills, and the ability to provide strategic and operational financial advice and support to clients and senior management. 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 reconciliations and accounting processes for the National Gallery's financial assets and liabilities.
- Oversee day-to-day payments and receipting.
- Managing efficient accounting operations, travel, and credit card processes.
- Deliver accounting and operational guidelines, procedures, advice and training.

- Maintain the general ledger and developing the financial management information systems and control framework.
- Develop a risk based approach and implement process enhancements and improvements across the financial operations processes.
- 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,

- 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 multiple financial operations 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 with process.
- The ability to **communicate with influence** both verbally and in writing, in order to negotiate effectively with stakeholders and provide a high-quality client experience.
- 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 available in the position document on our [website](#).

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.

Further, 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.

You should forward your application to [recruitment@nga.gov.au](mailto:recruitment@nga.gov.au).

### ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

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

- hold an Australian Citizenship
- satisfy a police check

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 preferred

### 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](mailto:mary.fisher@nga.gov.au).