



Financial Administrative Assistant
NGA Level 2
Position Number SUP 326
\$ 51,545 – \$ 57,275 per annum
Casual

THE POSITION

This position forms part of the Financial Operations Team which provides guidance, support and services to all National Gallery staff on a wide range of financial matters including:

- financial delegations
- travel
- accounts receivable and accounts payable
- expenses reimbursements and
- financial reporting.

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’ and ‘Who we are looking for’ 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.

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.

CONTACT

Further information about the position may be obtained by contacting Felicity McGinnes on +61 6240 6599 or Felicity.McGinnes@nga.gov.au or Erin Connors on +61 6240 6597 or Erin.Connors@nga.gov.au. The Recruitment Officer may also be contacted on +61 6240 6495.

CLOSING DATE

Applications **close at midnight on Monday, 16 May 2022** and should be emailed to recruitment@nga.gov.au.

Position title	Finance Administration Assistant
Position number	SUP326
National Gallery level	NGA 2
Employment type	Casual
Department	Financial Operations
Portfolio	Business Enabling Services
Immediate supervisor	Financial Controller
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

ABOUT THE GALLERY

The National Gallery is one of Australia's leading visual arts institutions. The 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 inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. Our Values include excellence, creativity, courage, respect, and accountability.

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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.

We value the contribution that a diverse workforce brings, and applications are encouraged from First Nations people, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

OVERVIEW OF THE ROLE

The National Gallery are looking for someone interested in getting some hands-on financial experience in a government agency.

- Are you working towards an accounting degree?
- Would you like to work in a leading cultural institution and support a national cultural agenda of championing art and its value in the lives of all Australians?
- Would you like to work in a professional and exciting environment?

The Finance Department at the National Gallery of Australia has an opportunity for second- or third-year university students studying finance, to apply to become part of a pool of casual employees who play a key role in assisting the National Gallery to meet its financial obligations.

This casual role within the Business Enabling Services Portfolio reports to the Financial Controller. The Finance Administration Assistant will provide assistance to, the accounts payable and accounts receivable officers, together with the broader Finance team.

OUR IDEAL CANDIDATE

Our ideal candidate will have a basic understanding of accounting concepts with the ability to learn and understand transaction processes. You will have good numeracy skills and attention to detail.

Your good communication and interpersonal skills enable you to liaise with staff and other stakeholders to achieve results.

You enjoy working as part of a team and your positive attitude allows you to tackle competing priorities and will ensure your success in working effectively within our ever-changing environment.

WHAT WILL YOU DO

In accordance with the APS 2 work level standards and reporting to the Financial Controller, you will have the following responsibilities:

1. Process supplier invoices
2. Assist with reconciliations
3. Contribute to the preparation of financial statements
4. Assist with various administration duties including filing of paperwork
5. Provide other general administrative support to the Finance team

WHO WE ARE LOOKING FOR

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

You will:

1. **Commit to action by taking responsibility** for accurate completion of your work and seek assistance when required.
2. Have the ability to **communicate clearly and concisely** in both written and oral forms in order to provide accurate financial assistance to internal and external stakeholders.
3. **Support productive working relationships by being a team player**, who shares information with others, is adaptable in approach and willing to be flexible to accommodate the changing needs of the team.
4. **Support the strategic priorities** of the Finance Department by applying and building on your professional expertise.

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Qualifications, Certifications and Registrations

- Australian Citizenship
- Police check
- Working towards relevant qualifications in accounting or finance or equivalent experience are highly desirable

Contact

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Note: In line with National Gallery recruitment practices, you must hold Australian Citizenship and satisfy a police check. The requirement to hold Australian Citizenship may be waived under exceptional circumstances.