



Position title	Financial Administrative Assistant
National Gallery level	NGA Level 2
Position number	Position No. SUP 326
Employment type	Casual
Department	Financial Operations
Portfolio	CFO and Commercial
Immediate supervisor	Financial Operations Manager
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 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 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 encourage people 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 National Gallery are looking for someone who wishes to get some hands-on financial experience in a government agency while studying. Are you working towards an accounting or commerce qualification? 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 Business Enabling Services Portfolio at the National Gallery of Australia offers an opportunity for second- and third-year university students to apply to become part of a pool of casual employees who play a key role in ensuring the National Gallery is meeting its financial obligations.

The Finance Administration Assistant reports to the Financial Operations Manager and will provide assistance to the accounts payable and accounts receivable officers. This position of Financial Administrative Assistant is a casual 12-month role within our Financial department at the Gallery.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

If you do not wish to be added to an order of merit, please notify us in your application.

OUR IDEAL CANDIDATE

Our ideal candidate should have a basic understanding of accounting concepts and the ability to learn and understand transaction processes along with good numeracy skills and attention to detail. Our ideal candidate should be able to demonstrate good communication and interpersonal skills with the ability to liaise with staff and others as required.

You should be able to demonstrate the ability to work effectively in a busy small team environment with competing priorities.

WHAT WILL YOU DO?

In accordance with the APS 2 work level standards, you will:

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 as required

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:

- **Commit to action** by taking personal responsibility for accurate completion of work and seeks assistance when required.
- Be able to **communicates clearly** and concisely by focusing on key points and structures written and oral communication so it is easy to follow.
- Be able to **respond positively to change**, shares information with others, is adaptable in approach and willing to be flexible and accommodate the changing needs of the team.

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.

As part of your application process, we ask that you also complete the personal particulars form as well.

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

ELIGIBILITY:

Citizenship - To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check - To be eligible for this role you must complete a police check.

Qualifications, Certifications and Registrations

Role specific qualifications certification and/or registrations include:

- Working towards relevant qualifications in accounting or finance or equivalent experience is highly desirable.

Work, Health & Safety Obligations

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.

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.
- completing health and safety reporting in an accurate and timely manner.

Contact

Further information about the position may be obtained by contacting Oliver Maroney on +61 2 6240 6709 or oliver.maroney@nga.gov.au.