

Chief Operating Officer  
Corporate Branch

**REQUEST FOR APPROVAL TO ENGAGE A CONTRACTOR  
UNDER A LABOUR-HIRE ARRANGEMENT**

When employing a contractor please complete the following three stages:

1. Seek approval to employ a contractor from the relevant SAO by completing this form.
2. Complete the procurement steps outlined in Stage 1 - Finance Team requirements at Attachment A.
3. Follow the steps in Stage 2 – HR Team Requirements at Attachment B.


I am seeking approval to commence the process of engaging with a recruitment agency to procure the services of a contractor under a labour-hire arrangement.

**Details of vacancy**

<b>Branch</b>	Corporate
<b>Team</b>	Finance and Property
<b>Position Title</b>	Assistant Director - Finance
<b>Classification</b>	EL1
<b>Location of position</b>	Canberra
<b>Period of contract</b>	9 Months
<b>Required security clearance level (if any)</b>	Baseline/NV 1
<b>Job profile</b>	Refer attached
<b>Reasons for this request</b>	The position is currently vacant and this is to ensure that there is sufficient time to employ and train a permanent replacement, de-risking financial statements and budget.
<b>Impact if the position is not filled</b>	The Finance Team will not be able to fulfil its accountabilities.
<b>Reasons for not filling the position with an ongoing or non-ongoing employee</b>	The position will be filled.
<b>List any special requirements/attributes required for the role</b>	Must have accounting knowledge and skills. Must have experience in managing the financial operations of a government agency.
<b>I will ensure a desk and computer are available for the placement of the successful candidate/s prior to commencement.</b>	

REQUESTING OFFICER	
Name: Therese s 47F	Title: Chief Financial Officer
Signed: Signed Electronically (Email)	Date: 10 Feb 2021

### Approval

SENIOR ASSISTANT OMBUDSMAN	
Approved / Not Approved	
Name: Lisa Collett	
Signed: 	Date: 10/02/2021

## **EL1 Assistant Director**

### **Finance Team**

#### **Duties**

Duties are to be performed under broad direction from the Chief Financial Officer in accordance with the APS Code of Conduct, upholding the APS Values and upholding the Office values of independence, impartiality, integrity, accessibility and professionalism.

As the Assistant Director you will be responsible for management of the day to day financial and procurement management of the OCO, as well as the monthly and annual financial reporting obligation and budget reporting obligations. Providing strong oversight of the OCO's financial reporting, procurement and internal controls, ensuring all legislative and government reporting requirements are met.

The Assistant Director will lead a small team and will be responsible for the management and/or preparation of the following:

- Monthly financial reports covering financial position, financial performance, internal management reports and cash flow statements. Whole of government financial reporting in the Central Budget Management System (CBMS). Reconciliations of the general ledger and preparation of lead schedules.
- Ensure accounting standards and government financial policy are adhered to within the OCO. Contributing to development and continuous improvement of financial and OCO policies, business practices and controls.
- Financial operations including managing and prioritising workplans and workflows to support the day-to-day delivery of timely and accurate financial operations including:
  - Accounts payable and receivable.
  - Credit card and travel management.
  - Month-end processes and reconciliations, including quality assurance of trial balance, accruals, journals, payroll and employee benefits.
  - Compliance with taxation law (business activity statements, fringe benefit tax).
  - Banking and treasury.
- Non-financial asset accounting requirements, including undertaking asset acquisitions, revaluations, depreciation schedules, disposals, stocktakes, revaluations and ensure the asset ledger is accurate.
- Annual financial statements, supporting work papers and audit requirements for the Australian National Audit Office, liaison with internal and external auditors.
- Internal and external budget update exercises, new policy proposals, reporting and forecasting, including updating budget information for Department of Finance and CBMS.
- Procurement policy and advice, ensure compliance with government policy and reporting requirements; ensure Financial Management Information System (FMIS) is up to date and accurate for procurement and commitment information.
- Contributing to the leadership and direction of the Finance Team, including supervision of lower level APS and contractors, and training and mentoring of junior staff.

- TechnologyOne (FMIS) requirements and relationship management with the Shared Services provider.

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**Our ideal candidate**

The successful candidate should have:

- Minimum of five years' of experience in accounting and managing teams either in government or private sector
- Process and deadline driven mindset with a keen eye for detail
- Critical thinking and problem-solving skills
- Strong negotiator who can develop ongoing working relationships
- Excellent written and verbal communication skills
- Ability to perform data and statistical analysis to spot trends and anomalies
- Advanced computer software skills, including Excel and other financial software and tools for reporting and analysis purposes (CBMS and TechnologyOne preferred but not essential)
- Bachelor Degree in Accountancy, Finance, or related field
- Professional accounting qualification such as CA or CPA

# Commitments – Future Years Consideration

## Description

Employment of EL1 contractor to cover the period for the production of the financial statements.

Procurement is low risk.

## Recommendation

### Commitments – Future Years — Arrangements beyond available appropriation

I declare that the existing appropriation authority is sufficient to meet expenditure that might be payable under the arrangement. This includes all the costs that the Commonwealth is committing to pay under the arrangement, including the costs of any contingent liabilities.

**Sufficient uncommitted appropriation exists**

The appropriation is sufficient to meet expenditure that might become payable under an arrangement.

**Appropriate authority is not sufficient**

I declare the contingent liability will not require Commitments – Future Years agreement given the contingent liability is assessed as remote and not material (the likelihood of the event occurring is less than 5%) and not material (the most probable expenditure would be less than \$5 million).

**Sufficient uncommitted appropriation does not exist**

Commitments – Future Years agreement is required from a delegate and will be sought using the agencies internal approval processes.

Signature

s 47F

Copies sent to:  
**Finance team**

Approver

Therese s 47F

Title and  
Workgroup

Chief Financial Officer

*Title and workgroup  
of Approver*

Date

11/2/2021

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## Provision of Assistant Director Finance – Finance Team

### SCHEDULE 2 — OFFICIAL ORDER

This Official Order is issued by Office of the Commonwealth Ombudsman (ABN 53 003 678 148) (Agency) pursuant to Deed of Standing Offer SON3538332 between the Commonwealth of Australia as represented by the Australian Federal Police (17 864 931 143) and Capital Recruit Pty Ltd (ABN 19 621 492 261) for the provision of capability support services dated 24 September 2018 (Agreement).

Item	Item Description	Item Detail
A	<b>Commencement and Term</b> (cl 1.4.3)	<b>Commencement Date:</b> This Official Order will commence on 11 Feb 2021.  <b>Expiry Date:</b> This Official Order will expire on 30 October 2021, unless varied in accordance with the terms of this Contract.  <b>Extension Option/s:</b> The Agency may, at its absolute discretion, extend this Official Order by any number of terms not exceeding eight additional months in total.
B	<b>Services</b> (cl 3.1.1)	The Services to be performed pursuant to Deed of Standing Offer for Capability Support Services (CSS) panel (SON3538332) <b>Service Category 4. Labour Hire and Recruitment</b>  <b>Services</b> The services which the contractor must provide and perform at the Assistant Director (EL1) equivalent consist of the following: lead the finance team in management of the day to day financial and procurement functions of the OCO, as well as the monthly and annual financial reporting obligation and budget reporting obligations; and, providing strong oversight of the OCO's financial reporting, procurement and internal controls, ensuring all legislative and government reporting requirements are met.  Refer to detailed Statement of Requirements (SoR) as at Attachment A.  <b>Agency Contact/Representative</b> The Agency's contract officer/representative for this contract is:  Therese s 47F Chief Financial Officer Email: s 47F @ombudsman.gov.au Phone Number: s 47F

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**Provision of Assistant Director Finance – Finance Team**

<b>C</b>	<b>Service Levels</b> (cl 3.9)	<p>The Service Provider must meet or exceed the following Service Levels when performing the Services:</p> <ul style="list-style-type: none"> <li>• As required by the Agency</li> </ul>
<b>D</b>	<b>Purpose(s) of Services</b> (cl 3.2.1(e))	The Agency requires these Services in support of its finance and procurement functions.
<b>E</b>	<b>Specified Personnel</b> (cl 3.4)	<p>The following Specified Personnel will be made available by the Service Provider to provide the Service:</p> <ul style="list-style-type: none"> <li>• <b>s 47F</b></li> </ul>
<b>F</b>	<b>Fees, Allowances and Costs</b> (cl 4)	<p>The Agency will pay the following Fees to the Service Provider for the Services:</p> <p style="font-size: 1.2em; color: red;"><b>s 47G</b></p> <p><b>Additional costs</b> Unless a quotation is provided and agreed in writing by the Agency's representative, no further costs may be charged to the Agency. This includes but not limited to additional hours, meals, office or printing expenses, communication or travel and accommodation expenses.</p>
<b>G</b>	<b>Facilities and Assistance to be Provided by the Agency</b> (cl 4.1.1(c))	<p>In delivering the service the Service Provider will have access to the following:</p> <ul style="list-style-type: none"> <li>• None specified</li> </ul>
<b>H</b>	<b>Agency Material</b> (cl 5.1.1)	<p>The Agency will provide the following Material to the Service Provider to perform the Services:</p> <ul style="list-style-type: none"> <li>• None specified</li> </ul> <p>The Service Provider must comply with the following directions and requirements when using Agency Material in relation to this Contract:</p> <ul style="list-style-type: none"> <li>• None specified</li> </ul>

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## Provision of Assistant Director Finance – Finance Team

<b>I</b>	<b>Security Obligations</b> (cl 7.1)	<p>The Service Provider must comply with the following security obligations:</p> <ul style="list-style-type: none"> <li>• the security policies of the Agency.</li> </ul>												
<b>J</b>	<b>Additional Contract Terms</b>	<p>All Specified Personnel must complete and submit forms as supplied by the Agency's Human Resources Team including:</p> <ul style="list-style-type: none"> <li>- Contractor Personal Particulars Form</li> <li>- Childers Street access</li> <li>- ICT Staff Acknowledgement</li> <li>- Conflict of Interest Acknowledgement</li> </ul>												
<b>K</b>	<b>Confidential Information</b>	<p>For the purpose of this Item (Confidential Information), the Agency's and the Service Provider's Confidential Information includes:</p> <p><b>Agency Confidential Information</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 33%;">Item</th> <th style="width: 33%;">Reason for Confidentiality</th> <th style="width: 33%;">Period of Confidentiality</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">All information howsoever received or obtained (including orally or in writing) in the course of providing services to the Agency, including any formal or informal exercise of Agency duties, functions or powers, powers.</td> <td style="padding: 5px;">National security, national interest, protection of Agency personnel, Agency operations, business in confidence information or methodology, reputation of the Agency or the Agency's ability to perform its statutory functions.</td> <td style="padding: 5px;">Indefinite</td> </tr> </tbody> </table> <p><b>Service Provider Confidential Information</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 33%;">Item</th> <th style="width: 33%;">Reason for Confidentiality</th> <th style="width: 33%;">Period of Confidentiality</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Not applicable.</td> <td style="padding: 5px;">Not applicable.</td> <td style="padding: 5px;">Not applicable.</td> </tr> </tbody> </table> <p>Without limiting this Item (Confidential Information) of this Official Order, the Service Provider must not, and must ensure other Personnel do not, use or disclose any information received (whether orally or in writing) in the course of providing any Services to the Agency, including any formal or informal exercise of Agency powers, functions or duties.</p>	Item	Reason for Confidentiality	Period of Confidentiality	All information howsoever received or obtained (including orally or in writing) in the course of providing services to the Agency, including any formal or informal exercise of Agency duties, functions or powers, powers.	National security, national interest, protection of Agency personnel, Agency operations, business in confidence information or methodology, reputation of the Agency or the Agency's ability to perform its statutory functions.	Indefinite	Item	Reason for Confidentiality	Period of Confidentiality	Not applicable.	Not applicable.	Not applicable.
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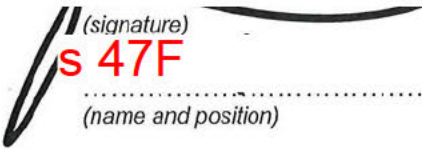
**Provision of Assistant Director Finance – Finance Team**

Please sign this Official Order where indicated below and return a copy to the Agency.

In signing I acknowledge receipt of this Official Order and agree to provide the Service in accordance with this Official Order, and on behalf of the Service Provider and Capital Recruitment Pty Ltd (AFN 19 621 492 261)

**S 47F**

11/2/21

 (signature)  
**S 47F**  
.....  
(name and position)

.....  
(date)

 11/2/2021  
Chief Financial Officer  
OCO.

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## Provision of Assistant Director Finance – Finance Team

### Attachment A

## Statement of Requirements

### EL1 Assistant Director

#### Finance Team

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## Provision of Assistant Director Finance – Finance Team

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**Contractor and Position Information Form**  
 Manager to complete

**1. Contractor & Position Information**

Surname: <b>s 47F</b>	Other Names: <b>s 47F</b>
Email address: <b>s 47F</b>	Phone number: <b>s 47F</b>
Contract Start Date: 11/2/2021	Contract End Date: 30 October 2021
Classification: EL1	Branch/Team: Finance
Contractor Reports To: Therese <b>s 47F</b>	Office Location: Canberra

**2. Restrictions on Employment**

Access Requirements	Email <input checked="" type="checkbox"/> Objective <input checked="" type="checkbox"/> Resolve <input checked="" type="checkbox"/> Security Clearance <input checked="" type="checkbox"/> - Please Specify: Other <input checked="" type="checkbox"/> - Please Specify: TechnologyOne
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**3. Manager Information**

Have you obtained all approvals to engage, including s23?    Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
I certify that the details I have provided are true and correct.
Name:                      Therese <b>s 47F</b>
Signature:              Electronically Signed
Dated: 11 Feb 2021

**4. HR to Complete**

Resolve Number:	Aurion Upload:	Work Order Provided for file: Yes <input type="checkbox"/> No <input type="checkbox"/>
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