



## Finance Specialist (ASA7A)

### Finance and Procurement, OneSKY Program

Position Detail			
<b>Reports To</b>	OneSKY Senior Finance Specialist	<b>Group</b>	Service Delivery - OneSKY Program
<b>Budget Accountability</b>	Nil	<b>Location</b>	Canberra / Melbourne
<b>Delegations:</b>	Nil	<b>Reports:</b>	Nil
Organisational Environment			

Airservices is a government-owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers, and provide air navigation services across eleven per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic control towers at international and regional airports, and provide aviation rescue fire-fighting services at 26 Australian airports.

#### Primary Purpose of Position

The OneSKY Program is responsible for the planning, development and implementation of Airservices next generation services including the future civil-military air traffic management system (CMATS), Air Traffic Service Centre (ATSC) Infrastructure and Alternate Defence OneSky Towers (ADOT) through the Program, which is a joint activity with the Department of Defence.

As a Finance Specialist, reporting to the OneSKY Senior Finance Specialist, and working as part of a joint team comprising Airservices and Department of Defence personnel, you will be responsible for delivering financial processes and analysis to support the objectives of the OneSKY Program. You will be the key contact for all OneSky Project Managers with respect to financial matters and will support the OneSKY Finance and Procurement Manager and Senior Finance Specialist with the analysis and reporting of financial and related business information, improvement of financial processes, and administration of the budgeting and forecasting for the OneSKY Program.

You will form an integral part of the OneSKY Program team; be high-performing and accountable; and continue to deliver Airservices record of safety, environmental, WHS, risk and compliance excellence.

#### Accountabilities and Responsibilities

##### Position-specific

- Provide financial management support to the OneSKY Finance and Procurement Manager and Senior Finance Specialist, including assisting with:
  - the development of OneSKY Program financial plans/budgets including annual OPEX/CAPEX plans, 5-year Enterprise Investment Plan, and the On Supply Agreement with Defence;
  - month-end accounting processes for the OneSKY Program including complex contract financial forecast updates and variance analysis; and
  - financial reporting processes to provide appropriate levels of reporting to various stakeholders.

## OFFICIAL

- Implement project accounting processes to ensure relevant costs are appropriately recorded as Assets Under Construction (AUC) or operating expenditure including:
  - assisting OneSKY Program personnel to understand the WBS codes in SAP to enable labour costs to be appropriately captured against activities, and when applicable, assets; and
  - regularly reviewing AUC balances, and when required, making adjustments if there are impairment indicators, and ensuring transfers from AUC occur as assets are completed and available for use.
- Assist with the ongoing financial aspects of all contracts within the OneSKY Program including:
  - conducting processes to manage milestone payments, including foreign exchange considerations and recoveries from Defence; and
  - conducting cost investigation activities / audits which are included in the contractual arrangements.
- Significantly contribute to formulating and administering approved general accounting practices through the OneSKY Program to ensure reports accurately reflect the conditions of the Program.
- Significantly contribute to designing ongoing improvements to financial processes and reporting to support management decision making within the OneSKY Program.
- Implement the financial aspects of the On-Supply Agreement with Defence (particularly with respect to cost allocation).
- With respect to your assigned projects within the OneSKY Program, you will be responsible for:
  - month-end activities including accruals, forecasts and commentary on results
  - being the finance representative at monthly project review and project finance/schedule meetings
  - preparation of Investment Submissions and subsequent loading of budgets
  - ensuring proposed work breakdown structures (WBS') meet financial reporting requirements
  - financial assessment of procurement activities
  - providing input to Asset Impact Statements and capitalisation of completed assets
  - being the key finance contact for Project Managers including providing financial information / reports as required
  - development and maintenance of financial models / reports to manage key contracts and compliance responsibilities.
- Provide financial modelling input to OneSKY Program business case proposals as required.

### **People**

- Maintain an effective relationship with key internal and external stakeholders to ensure effective co-ordination of all finance-related activities in support of organisational objectives
- Actively contribute to being part of a high-performance team with an emphasis on participating in an accountable performance culture

### **Financial**

- Provide accurate financial and related business information and advice to key stakeholders within the OneSKY Program within agreed timeframes.

### **Systems and Reporting Compliance, Reporting**

- Comply with enterprise governance systems and policies, including safety, environmental, work health and safety, risk and compliance.

### **Safety**

- Demonstrate safety awareness and behaviours consistent with enterprise strategies

## Key Performance Indicators

### Efficient, Effective and Accountable

- Builds and maintains effective working relationships
- Takes responsibility for actions, outcomes and people
- Achievement of OneSKY Program financial objectives

### Commercial

- Apply financial practices to facilitate a favourable commercial outcome

### People

- Appropriate and positive engagement with key stakeholders

### Safety

- Compliance with regulatory standards, safety, risk, environmental and any other standards

## Key Relationships

### As a member of the OneSKY Finance and Procurement Team

- Members of the Team
- Corporate Finance team members

### As part of the OneSKY Program

- OneSKY Leadership Team
- OneSKY teammates
- OneSKY stakeholders

### External stakeholders

- Prime Contractor Finance team members

## Skills and Competencies

- Tertiary qualification in accounting, finance or related discipline
- Well-developed management and project accounting skills including budgeting, forecasting and reporting on large projects
- Demonstrated ability to analyse and present financial information across a range of environments
- Well-developed interpersonal, representation and communication skills
- Demonstrated ability to work productively in a dynamic and high pressure environment to deliver quality results and meet customer expectations in a professional and timely manner.
- Advanced Excel skills
- Demonstrated resilience and adaptability in coping with pressures and setbacks in the pursuit of positively affecting organisational and cultural change.
- Ability to develop and present innovative solutions and influence outcomes in a timely manner.
- Membership of a professional accounting body in Australia (CPA Australia, CA ANZ) is desirable.
- Prior use of SAP (R/3, BW and BPC) is highly desirable.

## Security Clearance

- Baseline Clearance (PROTECTED) (or ability to obtain this clearance)

## Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet Airservices Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.