



# Senior Financial Compliance Officer

## Financial Information Management

### Finance Analysis & Operations, Enterprise Services

Position Detail			
<b>Reports To</b>	Financial Information Management Manager	<b>Group</b>	Enterprise Services
<b>Budget Accountability</b>	N/A	<b>Location</b>	Canberra
<b>Delegations – Administrative Financial</b>	N/A	<b>Reports – Direct Total</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 4 million aircraft movements carrying more than 156 million passengers, and provide air navigation services across 11 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 firefighting services at 26 Australian airports.

#### Primary Purpose of Position

As a member within the Financial Information Management Team and the Finance Operations & Analysis Branch, you will maintain and improve the Financial Management Framework, conduct internal control testing program to ensure the organisational financial compliance, provide positive assurance to management, and coordinate the implementation of risk management, compliance and resilience framework within the Enterprise Services Group.

While working closely with the wider Finance Community, you will form an integral part of Enterprise Services in ensuring business's compliance with financial policies and procedures; and continue to deliver Airservices' record of Financial Management, Safety, Environmental, WHS, Risk and Compliance excellence.

#### Accountabilities and Responsibilities

- Carry out assurance reviews, including control testing and the development of self-assessment questionnaires on period basis;
- Prepare financial compliance reporting for the senior management team;
- Develop and maintain assurance maps for the Financial Management Framework and associated processes;
- Provide specialist advice to the business regarding changes to financial obligations, risks and other policy matters;

- Maintain the Enterprise Services Business Continuity Plan; coordinate and document exercises;
- Carry out other Governance Risk Management and Compliance (GRC) related tasks (e.g. coordinate audit activities, system access reviews etc.) as needed.

#### People

- Maintain an effective working relationship with the leadership team and peers and represent Enterprise Services in various GRC communities;
- Uphold Airservices values in all their interactions.

#### Compliance, Systems and Reporting

- Drive the implementation of financial governance systems and policies; and
- Adhere to the enterprise Safety, Environmental, WHS, Risk and Compliance frameworks.

#### Safety

- Demonstrate safety leadership and behaviours consistent with enterprise policies and procedures; and
- Support the safe provision of air navigation services through safe and compliant financial management.
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### Skills and Competencies

- Demonstrated ability to lead and coordinate business activities while influencing decision making;
- Demonstrated experience in analysing business processes and relevant data to identify improvement opportunities.

#### **Desirable**

- Demonstrated experience in developing and managing financial governance and compliance programs and activities
- Good understanding of financial management information systems and other compliance software applications, including ACL, SAP and CIRRIS will be highly regarded.

### Key Relationships

As the Senior Financial Compliance Officer, this role predominately works closely with

- The Leadership Team within Enterprise Services;
- Wider Finance Community including Financial Controllers/Managers; and
- Governance, Risk and Compliance team in Safety & Assurance Group

### Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet Airservices Code of Conduct, as well as lead, coach and develop others in relation to the same.