

Before completing the requisition details below, please review/edit the Job Profile. To access Job Profile please click the Job Profile tab located just above this text.

REQUISITION INFORMATION

****Please complete the Requisition form below in order to initiate Hiring process.**
****All fields marked with an * are required.**
****If you need any other assistance please contact your Talent Acquisition Representative.**

Req ID 998

* Status Open

PD AND JDA DETAILS

* Position Description Number PD-1977

* Please upload the PD  1 document attached 

* Has the PD been reviewed by the Performance Coach? Yes

* Please upload the JDA  1 document attached

POSITION LOCATION INFORMATION

Org Unit 1 50000101-Aust. Nuclear Science Technology Org.

Org Unit 2 51007214-Chief Operating Officer Group

Org Unit 3 50000102-Finance and Operational Services

Org Unit 4 50000255-ANSTO Enterprise Services

Location Lucas Heights

State NSW

City Sydney

Country AU

POSITION INFORMATION

* Is this a STEMM role /Classifications? Non-STEMM

Job Code 51005168

Job Role Senior Officer Shared Services Account
②

* Internal Job Title Senior Officer Shared Services Account

* External Job Title - DO NOT EDIT Senior Officer Shared Services Account

Position Number 51005169

Position Category Ongoing

Position Type Full Time

If fixed term/temporary, please provide the term length

Band Band 4

Base Salary Min Value 75,551.00

Base Salary Max Value 84,866.00

If Individual Contract TR, please provide TR:

Please indicate any role required additional conditions such as allowances, accreditations or shift work which applies to this position:

* Advertising Details Internal and External

Preferred advertising location (in addition to ANSTO careers) Seek; APS jobs; LinkedIn

If Other, please enter further details here:

Posting Country Australia (AU)

VACANCY INFORMATION

Employee Preferred Start 17/10/2022

Date

* Number of Openings 1

* Request Category Backfill

* Is this role CAPEX/OPEX OPEX

If you have selected CAPEX/OPEX, please specify % and fund details:

****Please demonstrate how this position is critical from the perspective of achieving ANSTO's strategic and workforce plan. Please ensure you provide detailed information in support of your case, including the risk to ANSTO if the position is not created or filled; Reason for it's creation, reason for vacancy, how long the position has been vacant, and reasons why the position must be filled now and why other staff cannot be redeployed to cover the requirements of the position.**

* Recruitment Justification

The position within the Business Services Team supports the transactional activities associated with Asset Management, AUC Management/Capitalisation , General Ledger Reconciliations, Journal Posting , Payroll postings/reconciliations, all supporting the Finance functions for P&L and Balance Sheet management. This is considered to be an essential role to ensure pro-active management of the Asset Accounting & G/L Balance Sheet related compliance & audit control functions under Finance responsibilities.

****Please note: A non-Australian Citizenship waiver from the CEO will be required prior to an offer of employment if the successful applicant is not an Australian Citizen.**

* Do you wish to seek authorisation to appoint a non Australian Citizens?

No

Please indicate any additional interview selection method which you will use to fill this position:

None

If Other, please specify:

**Should you require further information, please contact the Talent Acquisition Team

ADDITIONAL POSITION INFORMATION

* Required ANSTO security type

General

* Will the person require National Security Clearance?

No

* What level of National Security Clearance is required?

N/A

Security Clearance Justification



SCREENING AND INTERVIEW INFORMATION

INSTRUCTIONS FOR ADDING PRE-SCREENING QUESTIONS

Required: If this box is checked both internal and external candidates must answer the question before they are allowed to submit a job application..

Disqualifier: If this box is checked and the candidate answers the question incorrectly, the candidate will be auto disqualified from the job requisition. They will appear on the candidate list but they will be highlighted in pink.

Score: If you want to rank your candidates based on how they answer the question, check this box. The question(s) with this box checked will be used to determine the candidate's overall score, which can be used to sort the candidates on the candidate listing page. Note: this must be used in conjunction with the "weight" box.

Weight: Weight is used to specify the relative importance of each question. This is used when the "score" field is checked. If multiple fields are selected to be scored, then you can signify that certain questions are more important than others by allocating points between all the questions you would like to score. For example, if one question is rated 10 and another 90, the second question valued as nine times more important.

Required Score: Required score is used to establish a combined minimum threshold once you have scored and weighted each question.

Actions: The Actions dropdown menu allows for editing or deleting of screening questions.

IMPORTANT NOTE: It is not considered a good practice to change the question section once a requisition has been posted as question answers and ratings will be inconsistent between candidates that have applied before and those that have applied after the changes.

APPLICATION QUESTIONS – PLEASE ADD A MAXIMUM 5 QUESTIONS

Questions

Questions	Required	Disqualifier	Score	Weight	Actions
Are you currently an Australian Citizen?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0.0"/>	

Please list your Accounting Degree, CA/CPA qualification, Accounting Certificate 4 or equivalent. Alternatively, please list your suitable tertiary qualifications and extensive experience in finance management.

Please describe your experience using SAP financial systems.

Please describe your experience with Asset accounting (creation, maintenance, disposals).

Please describe your experience with any of the following - journal preparation, customer collections, credit management and month end reporting.

Required Score: 0.0

INVOLVED PARTIES

- * Hiring Manager Ian Blythe, Manager, Business Services
- * Talent Acquisition Brooke Smeaton, Performance Advisor

- Talent Acquisition Team Admin-selected Groups: Recruiters ⁱ

- * Please enter the names
of all interview Panel
Members Admin-selected Groups: Recruiters ⁱ
Manage Additional Users Ian Blythe, Martin Hoad

- * Performance Coach Tracey Adcock, Performance Coach

- * General
Manager/Senior Manager Emily Hodgson, Group Chief Financial Officer

- * Group Executive John Edge, Chief Operating Officer