



## POSITION AND DUTY STATEMENT

|                        |   |
|------------------------|---|
| <b>Position Title:</b> | Business Support Officer (APS4)   |
| <b>Direct Reports:</b> | Nil   |
| <b>Reports To:</b>     | Manager – Business Support  |
| <b>Tenure:</b>         | Non-Ongoing (6-12 months with opportunity for extension)  |
| <b>Salary:</b>         | \$78,914 to \$87,682 per annum plus 15.4% superannuation  |
| <b>Qualifications:</b> | Nil   |
| <b>Experience:</b>     | Experience in one or more corporate area (e.g. executive support, parliamentary, secretariat, recruitment, payroll, travel, accounts payable/receivable, facilities). |

### Other qualities that will be an advantage:

- Experience as an Executive Assistant or in a reception/client service role.
- Experience using TechnologyOne and Expense8.
- Demonstrated ability to build and maintain strong stakeholder relationships.

### Role Overview:

The Business Support Team, within the Office of the CEO, manages a range of corporate functions for the AOFM, including payroll, travel, corporate reporting, facilities, and recruitment. The team also provides secretariat support to the Executive Leadership Group and Operations Committee. The team also provides administrative support to the Manager – Human Resources and the Manager – Communications. As a small team with broad responsibilities, each role within the team is varied with incumbents expected to be flexible and responsive to changing priorities.

The Business Support Officer is a corporate role within the AOFM. This role will be accountable, under direction from the Manager – Business Support, for accounts payable/receivable processing, travel booking, managing consumables, procurement, purchasing, arranging agency events, and general corporate administration duties. This role will also be required to update website and intranet content, and provide support for facilities, communications, and human resource functions.

This role will include project work, administrative duties for recruitment processes, and involve working on Senate Estimates and other government processes, under direction from senior team members. This role will also be expected to contribute to corporate reporting and record-keeping processes, build and maintain strong internal and external stakeholder relationships, and provide advice on corporate processes to staff within the AOFM.

This role is expected to use sound judgement and deliver projects with limited oversight, with the ability to manage outputs and meet set timeframes. The Business Support Officer role also requires a strong focus on delivering a high standard of service to internal clients, strong written and verbal communication skills, and the ability to take initiative to resolve issues.



## Key Activities

The work of the Business Support Officer and Executive Assistant to the CEO will vary depending on business needs but it is expected that key activities will include:

- Managing all tasks associated with accounts payable include invoice processing and vendor maintenance.
- Managing data entry tasks associated with accounts receivable such as raising invoices on request and receipting payments.
- Reconciliation of credit accounts.
- Simple procurement and purchasing processes, record-keeping, register maintenance.
- Payroll processing and booking and managing travel for all staff within the AOFM.
- Facilities, human resources, and communications support as agreed by the Manager – Business Support.
- Administrative support for recruitment, onboarding, and cessations.
- Website and intranet content maintenance.
- Administrative duties as required to support the work of the broader team.
- Assisting with preparations for Senate Estimates and other government processes.
- Assisting with corporate reporting as directed.
- Preparing and maintaining procedural documentation.
- Project management, including arranging events.
- Building and maintaining strong internal and external relationships, particularly with corporate staff within the Treasury.
- Administrative support to the CEO where the EA to the CEO is unavailable.
- Other duties as directed.

## Behavioural attributes

The following behavioural attributes apply:

- Oral and written communication
- Judgment and problem solving
- Flexibility and responsiveness
- Output management



- Attention to detail

## SELECTION CRITERIA

### Business Support Officer

|                     |                   |                            |         |
|---------------------|-------------------|----------------------------|---------|
| <b>Position No:</b> | BST-02            | <b>APS Classification:</b> | APS 4   |
| <b>Group:</b>       | Office of the CEO | <b>AOFM Band:</b>          | Level 1 |

Following are the criteria against which selection for this position will be made. It is in your interest to assess your knowledge, skills and experience against the criteria. The selection panel will assess your ability to meet these criteria along with the core Behavioural Attributes listed in the Position and Duty Statement. Referees will also be asked to use these criteria when reporting on your suitability for this position.

Note: This is a security assessed position.

1. Ability to deliver executive support and/or client service functions.
2. Ability to deliver administrative functions and corporate services with limited supervision.
3. Ability to contribute proactively to building a positive team environment.
4. Ability to engage effectively with stakeholders and build strong working relationships.
5. Ability to manage workload independently and meet deadlines.

### HOW TO APPLY

Please email your application to [recruitment@aofm.gov.au](mailto:recruitment@aofm.gov.au) including:

- Your resume
- Your statement of claims against the Selection Criteria (no more than 1000 words)
- A completed [Candidate Form](#)

### CONTACT OFFICER

Rebecca Pigram – Manager, Business Support  
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**Applications close:** 9:00am AEDT Monday 23 October 2023

Please note; Flextime arrangements are not included in the [AOFM Enterprise Agreement 2015-18](#).