



Australian Government

Tertiary Education Quality and Standards Agency

Candidate information pack

Assistant Director, Management Accounting



TEQSA

CANDIDATE INFORMATION PACK

Position Number:	19429
Position Title:	Assistant Director, Management Accounting
Group / Team:	Finance
Employment Type:	Ongoing, Full-time
Classification:	Executive Level 1 (EL1)
Salary Range:	\$124,681 to \$137,803 per annum plus 15.4% superannuation
Location:	Melbourne or Canberra – other locations may be considered
Reporting to:	Chief Financial Officer
Agency Employment Act:	<i>Public Service Act 1999</i>

About you

- Are you a capable finance professional passionate about providing efficient and reliable accounting services and advice to support business objectives and looking to step into a managerial role?
- Do you want to work in a challenging, dynamic, and rewarding environment that is mission-focused?
- Are you passionate about contributing to the excellence of Australian higher education?

About us

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA's purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education.

As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education.

TEQSA has three strategic objectives in delivering its purpose:

1. Promote and support good practice and effective self-assurance across the sector.
2. Identify, analyse, and respond to risks to the sector.
3. Ensure compliance with applicable legislation through effective and efficient regulation.

Our culture

Our organisational culture reflects our *Culture Plan 2023* and the core values and behaviours that guide how we approach our work and interact with each other.

The core values by which we operate include:

- **Trust** – We have confidence in each other to do our best. We encourage open and honest conversations that focus on the issue, not the person. We promote a supportive and safe workplace environment.
- **Respect** – We approach every situation with kindness, compassion, and an open mindset. We value people, the range of views and experience they bring, and the work they undertake.
- **Accountability** – We hold ourselves and each other accountable for our actions, how we work together, and the quality of what we deliver. We gather feedback, reflect, and act on opportunities for improvement.
- **Collaboration** – We draw on our collective strength by encouraging each other to contribute to the achievement of shared objectives. We provide context and information to help others succeed.

At TEQSA, we are building a working environment that aligns with our cultural values and cultivates a rewarding, stimulating, and engaging workplace. If our organisational culture resonates with you, we want to hear from you.

How we value our employees

TEQSA is committed to investing in its people. So, what's on offer for you?

- **A full-time and secure role in a for-purpose organisation** that protects the interests of students and the reputation and standing of Australian higher education.
- **Flexible working arrangements**, including working from home to balance work and personal life.
- **Conveniently located spacious office** close to public transport in the heart of Melbourne CBD. We have relocated to a brand-new, interior-designed office with state-of-the-art technology and facilities designed for flexibility, collaboration, and wellbeing.
- **Generous leave entitlements**, including study leave to support your professional development, personal leave, and paid time off over Christmas!
- **Competitive superannuation at 15.4%** and remuneration.
- **Professional development that is supported and encouraged** so your career continues to grow as you enhance your technical and leadership skills and capabilities and build a career at TEQSA.
- **Free Employee Assistance Program for you and your immediate family members.** Our external partner is a leading provider of wellbeing and mental health support services.
- **Workplace diversity and inclusion.** TEQSA welcomes people with diverse skills, experiences, perspectives, and backgrounds. TEQSA encourages applications from Aboriginal and Torres Strait Islander People, people with disabilities, people that identify as LGBTQIA+, and people from culturally and linguistically diverse backgrounds.

About the position

As the **Assistant Director for Management Accounting**, you will be a highly driven and motivated management accountant capable of playing a pivotal role in the financial management, stewardship, and cost recovery arrangements of TEQSA. You will provide high level support, advice, and technical expertise to TEQSA's senior executive team, executive leadership team and stakeholders regarding budget performance, financial budgeting and forecasting advice to ensure informed decision making. This position is responsible for providing strategic financial advice and analysis of TEQSA's cost recovery arrangements.

Duties

As the **Assistant Director for Management Accounting** reporting to the Chief Financial Officer (CFO) you will be responsible and accountable for:

1. working closely with the finance team to facilitate and advise on the external budget process, including Central Budget Management System (CBMS) budgeting requirements, cabinet submissions and New Policy Proposals (NPP)
2. providing high level support and advice to the CFO as the subject matter expert of TEQSA's cost recovery arrangements and other strategic projects, as required. This includes having a robust understanding of the Australian Government Cost Recovery Framework and the financial inputs and drivers of cost recovery specific to TEQSA
3. overseeing the development and ongoing management of the internal budgeting and forecasting processes
4. preparing accurate and timely monthly management report, including variance analysis and commentary for operating financial performance, capital expenditure and financial performance of active projects, and contributing to the annual report
5. drafting financial reports and participating in briefing various stakeholders, including group directors, senior executive team, executive leadership team, CFO, Chief Executive Officer (CEO) and the Audit and Risk Committee (ARC)
6. building and maintaining strong working relationships with internal and external stakeholders
7. advising complex and/or sensitive issues and negotiating and influencing outcomes to achieve TEQSA's objectives
8. managing property and facilities requirements, alongside the external property service provider
9. building team capabilities by providing leadership to team members, including setting the strategic direction of work priorities, monitoring workflows and resources, developing, coaching, and mentoring staff, resolving conflict, and managing performance
10. co-sharing the role of system administrator of Technology One and other finance applications
11. performing other duties as required.

Our ideal candidate

TEQSA is looking for someone who is passionate about contributing to the excellence of the Finance team and Australian higher education. Our **ideal candidate** will have:

- demonstrated experience and knowledge of the external budget process, financial reporting, and management frameworks, preferably within a government environment
- demonstrated experience managing a small team in the delivery of timely and high-quality outcomes across the range of financial and accounting functions
- strong stakeholder management skills and proven ability in building and sustaining influential and cooperative relationships, both internally and externally, to drive collaboration and project success
- excellent communication skills, with demonstrated experience communicating complex financial information to a range of audiences verbally and/or in the form of high-quality, concise reports and briefs
- strong analytical and organisational skills including the ability to analyse, interpret, monitor and report on financial information.

Qualifications and experience

- A tertiary qualification(s) in an accounting or finance discipline
- Membership of a professional accounting body (such as CPA/CA), or working towards a professional qualification, will be highly regarded
- Relevant practical experience in the Australian Public Service (APS) will be an advantageous but not essential
- Experience and knowledge of the government's cost recovery framework and policies will be advantageous but not essential
- Strong technical skills, particularly with MS Excel, and experience using a financial management system, preferably Technology One, will be advantageous.

How to apply

Your application must include the following items:

- [TEQSA Job Application Cover Sheet](#)
- a current resume (maximum two pages)
- a two-page cover letter (pitch) (maximum 1,000 words) detailing how your skills and experience address the 'our ideal candidate' section (i.e. what makes you the best candidate for the position), and the value you can add to TEQSA.

Once prepared, please submit your completed application to recruitment@teqsa.gov.au.

Handy hints

- ✓ Your pitch should be succinct and showcase your skills, knowledge, experience, and qualifications.
- ✓ For assistance with preparing your response, you may wish to refer to [Australian](#)

[Public Service Work Level Standards](#) relevant to the Executive Level 1 (EL1) classification level and [Cracking the Code](#).

Eligibility

The successful applicant must:

- be an Australian citizen
- complete a National Police Check satisfactorily
- be able to obtain and maintain an [Australian Government Security Vetting Agency \(AGSVA\)](#) clearance to Baseline status, supported by TEQSA.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Other relevant information

- This recruitment process is being used to fill an ongoing vacancy.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies within TEQSA. It is active for 18 months from the date of this advertisement.
- Before commencing in the role, the successful candidate will be required to disclose details of any material personal interests in connection with their employment at TEQSA via a Declaration of Interest form and seek approval to undertake any outside employment (paid or unpaid) via an Outside Employment application.
- For further information on this role, please contact Jason on 03 8306 2417 or email recruitment@teqsa.gov.au

The image features a diagonal split background with orange in the top right and dark blue in the bottom left. The text 'TEQSA' is in a large, white, sans-serif font, with the website address 'teqsa.gov.au' in a smaller, white, sans-serif font directly below it.

TEQSA
teqsa.gov.au