

Position Title	Principal Finance Officer		
Classification	AO7	Location	Brisbane CBD
Role Type	Permanent, Flexible-Full Time	Hours of work	36.25 hours per week

About the role

As the Principal Finance Officer, you will provide senior specialist leadership and authoritative advice across QAO's procurement, budgeting and core finance functions. The role exercises a high degree of independent professional judgement and is responsible for leading complex financial activities, ensuring strong governance, compliance and financial risk management outcomes, and providing trusted advice to the Executive Leadership Team.

The Principal Finance Officer reports to the Finance Manager and operates as a senior technical authority within the Finance function.

Role responsibilities

In the role of Principal Finance Officer, you will:

- provide senior specialist leadership and authoritative advice across QAO's financial management, budgeting, procurement, contract management and payroll oversight functions
- exercise independent professional judgement to deliver complex financial and payroll-related analysis, advice and recommendations to the Finance Manager, CFO and Executive Leadership Team
- be accountable for financial and payroll governance, compliance, internal controls and risk management, ensuring alignment with legislative, industrial and policy requirements
- lead the delivery of key financial and payroll outputs, including budgets, management reporting, financial statements and associated assurance frameworks
- build and maintain strategic internal and external stakeholder relationships, including Queensland Treasury, audit providers and payroll service stakeholders
- provide functional leadership and capability development through coaching and mentoring across finance and payroll functions
- promote and model the established QAO core values of: Engage, Respect, Inspire, and Deliver
- take reasonable care for your own and others' health and safety; follow health and safety instructions; and support and cooperate with health and safety systems, policies and procedures.

Assessment criteria

For roles within the Queensland Audit Office, assessment is based on the eligible person that is best suited to the position. We will look at your ability to perform the requirements of the role, including the extent to which you have the abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities relevant to the carrying out of the duties of the position. The ideal applicant for this role will be someone who can demonstrate the following **key attributes** as they apply to the technical responsibilities for the role:

You will be assessed on the following:

- Demonstrated ability to lead complex finance, budgeting, procurement and contract management functions within a public sector or similarly regulated environment, exercising independent professional judgement.
- High-level knowledge of relevant financial standards, legislation and policy frameworks, with proven experience strengthening governance, internal controls and financial risk management.
- Proven ability to provide authoritative, trusted advice to senior executives and influence organisational outcomes through clear, evidence-based recommendations.
- Demonstrated experience in building finance capability through coaching, mentoring and functional leadership in a complex organisational setting.
- Proven ability to manage complex internal and external stakeholder relationships to deliver high-quality finance outcomes within agreed timeframes.

Qualifications / Professional registration / Other requirements

Possession of an appropriate tertiary qualification in a relevant discipline e.g. accountancy, commerce, business, management or procurement is **highly regarded**.

Membership of CPA Australia, Chartered Accountants Australia and New Zealand (CAANZ) is **highly regarded**.

Benefits and conditions

- QAO supports work-life balance with flexible working options, competitive salary and benefits (including 12.75 per cent employer superannuation contributions), generous leave entitlements, career progression opportunities and the chance to make a difference to the people and communities of Queensland.
- You will be employed under the *Auditor-General Act 2009*. Your entitlements are covered within *Queensland Industrial Relations Act 2016* and QAO policies and procedures.
- For a full list of benefits, please see our website here: [Careers FAQs](#).

Pre employment checks

- A current criminal history check is required for applicants recommended for appointment.
- Validity of qualifications will be confirmed with issuing institutions.
- Discipline checking may be undertaken on preferred applicants.
- To be an eligible employee, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. If you are not an Australian citizen you will need to provide evidence of your residency status or visa, with your right to work (including any conditions / restrictions) prior to engagement. You are required to notify QAO if your right to work in Australia ceases.
- Reference checking will be undertaken prior to any offer of employment.

Independence

QAO is the independent auditor of all Queensland public sector and local government entities. Not being independent, or not being seen to be independent, is a significant risk to our reputation and mandate.

Our independence is demonstrated through our integrity, objectivity, impartiality, and professional scepticism.



APES 1—*Code of Ethics for Professional Accountants* defines 2 types of independence.

- Independence of mind where we can express conclusions without being affected by influences that compromise professional judgement.
- And independence in appearance, whereby we must consider the perceptions of third parties regarding the auditor's independence.

To meet our professional obligations, QAO needs to understand your individual circumstances and relationships and assess whether these could be a threat to independence. Most threats are manageable (e.g. by not being assigned to specific audits), and we can apply safeguards, but we need to know about them.

Successful applicants, on acceptance of an offer of employment, and annually thereafter:

- are required to complete an independence declaration.
- must disclose to the Auditor-General any previous employment as a lobbyist in the last 2 years.

Employees of the Queensland Audit Office:

- have an ongoing obligation to advise any perceived or actual conflicts of interest that may impact their independence or suitability to undertake the duties of the position.
- are required to complete an annual independence declaration and are required to resolve any conflicts of interest.
- are required to abide by the Code of Conduct for the Queensland Public Service

Additional information

- QAO is committed to building a culture that respects and promotes human rights, inclusion and diversity.
- QAO supports a safe healthy working environment, and we encourage applications from people with disability. Please contact recruitment@gao.qld.gov.au if you require any support or reasonable adjustments during the application or recruitment process as QAO are committed to providing a positive and equitable process.
- Recruitment processes may be used to fill future vacancies for same or similar positions.
- Travel will be required as part of this role and will generally involve overnight stays.
- A 6-month probationary period may apply.
- Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist in the preceding 2 years.
- Applicants who have accepted a voluntary medical or early retirement, redundancy or retrenchment from the Queensland Government are required to state this in their application.
- Employees are required to complete an independence declaration on appointment and annually thereafter and have an ongoing obligation to advise any interests that may impact their independence or suitability to undertake the duties of the position.
- Employees are required to abide by the Code of Conduct for the Queensland Public Service.

Privacy notice

The Queensland Audit Office collects your personal information and documents relevant to your employment. The collected information will be managed in accordance with the *Information Privacy Act 2009* and will not be disclosed to a third party without your consent, unless required or authorised by law.



About the Queensland Audit Office

Our values and purpose

Our culture is underpinned by four core values which inform how we work with our clients and each other.



On behalf of the Auditor-General, we provide insights to over 600 state and local government clients on how to deliver better public services for Queenslanders.

As the state's independent auditor, we are completely unique. We are vital to Queensland's integrity system of government, giving parliament and the public trusted assurance.

Innovation, teamwork and relationships are at the heart of what we do. We use some of the most contemporary practices and tools in today's professional services industry to:

- deliver high quality audit services.
- give the public sector insights on their performance, risks and financial management.
- report to parliament on the results of our work.
- investigate financial waste and mismanagement.
- share best practice across our client base and industry.

The public sector operating environment is diverse and constantly evolving, meaning we work throughout Queensland across a wide range of services from health, education, financial services, local government, tourism, justice and many more.

Our workforce

Our people are our most valuable resource and are proud to be part of our diverse, inclusive, and healthy workplace. Our people are key to achieving our vision of better public services and they are dedicated, engaged and highly skilled.

Our workforce is a mix of around 190 employees who are audit professionals, specialists and support team members. We also engage audit service providers to conduct some of our work, and they are an integral part of our business. We are proud to celebrate our diverse backgrounds.

QAO's Executive Leadership Team has shared responsibility for audit excellence, innovation and operational performance. Our operating model enables us to deliver our services as one team, with our Assistant Auditors-General overseeing our client services, quality and people. Our client and audit engagement is led by our Senior Directors.

For more information on our functions and what we are passionate about, visit www.qao.qld.gov.au.

