

Position Description

OPERATIONAL FINANCE MANAGER

DATE REVIEWED:

POSITION DETAILS

|                    |                                                           |         |         |
|--------------------|-----------------------------------------------------------|---------|---------|
| Position Title     | Operational Finance Manager                               |         |         |
| Position Number    | 0016                                                      |         |         |
| Employment Type    | Non-ongoing                                               |         |         |
| APS Classification | EL1                                                       |         |         |
| Division           | Finance and Human Resources                               | Section | Finance |
| Salary             | \$121,755 - \$132,713 per annum plus 15.4% superannuation |         |         |
| Reports To         | Deputy Chief Finance Officer                              |         |         |
| Direct Reports     | TBC                                                       |         |         |
| Location           | Pyrmont, NSW                                              |         |         |

ABOUT US

As one of Sydney’s most visited and dynamic cultural institutions, the Australian National Maritime Museum (the Sea.Museum) stands as a world-leading voice in telling Australia’s maritime story.

We engage audiences locally and globally through compelling experiences on site, online, and through research, exhibitions and national programs that educate, challenge and inspire.

At the heart of the Museum is a deep connection to the oceans, waterways and stories that have shaped Australia as an island nation. From deep time to the present and into the future, we bring to life the people, cultures and journeys that define our maritime identity.

With more than 2.5 million visitors annually, the Sea.Museum is powered by a passionate and diverse workforce, supported by a strong volunteer, membership and education community, and a dedicated charitable foundation together driving our impact, reach and long-term sustainability.

OUR CULTURE

At the Sea.Museum, we are building a modern, inclusive and high-performing workplace aligned to the values of the Australian Public Service. We value diversity of thought and experience and foster a respectful, psychologically safe environment where people feel supported to contribute, grow and do their best work.

We prioritise wellbeing, safety and flexibility, and expect our people to work collaboratively, act with integrity and contribute to a positive and inclusive culture that reflects the purpose and values of the Museum.

Leaders are expected to actively foster a psychologically safe workplace by modelling respectful behaviours, supporting team resilience, and promoting positive working relationships and wellbeing across their teams.

## WHAT WE CAN OFFER YOU

At the Sea.Museum, you'll combine meaningful work with a unique harbour-side workplace and a strong commitment to diversity, inclusion and wellbeing.

Our employees enjoy:

- Competitive salary and 15.4% superannuation.
- Flexible work and generous leave entitlements.
- Learning and development opportunities.
- Wellbeing, recognition and EAP support.
- Salary packaging options.

Unique staff experiences, including our Staff Regatta.

## OUR TEAM

The Finance team is part of the Museum's Corporate Division and plays a critical role in supporting the achievement of organisational objectives through strong financial stewardship, governance and strategic business partnering. The team is responsible for delivering high-quality financial management, procurement, budgeting, reporting and compliance services, while providing trusted advice, insights and analysis that enable informed decision-making and support the Museum's long-term sustainability and success.

## THE ROLE

The Operational Finance Manager is accountable for leading the Museum's operational finance and procurement functions and for translating strategic priorities into effective financial management practices. The role provides expert leadership across financial operations, governance, budgeting, compliance and procurement, ensuring organisational resources are managed efficiently, transparently and in accordance with legislative and policy requirements.

The position influences organisational decision-making through the provision of high-quality advice, identifies and manages financial risks and opportunities, and leads continuous improvement initiatives that strengthen capability, performance and service delivery across the Museum. The role is also responsible for leading, mentoring and developing a high-performing finance team, fostering a culture of accountability, collaboration, continuous improvement and customer-focused service. Through effective workforce planning, performance management and capability development, the Operational Finance Manager ensures the team is equipped to deliver strategic and operational outcomes while supporting the Museum's broader objectives.

## KEY ACCOUNTABILITIES

Under broad direction, this position is responsible for delivering the following functions:

- Lead the Museum's operational finance, procurement, property and financial accounting functions, ensuring the delivery of high-quality services, advice and solutions that support organisational priorities and strategic objectives.
- Provide authoritative and influential advice to senior leaders on financial management, budgeting, procurement, governance and compliance matters, supporting informed decision-making across the Museum.
- Lead and develop a high-performing Finance team through effective leadership, workforce planning, capability development, coaching and performance management, fostering a culture of accountability, collaboration and continuous improvement.
- Oversee the preparation and delivery of accurate, timely and compliant financial reporting, ensuring adherence to legislative requirements, accounting standards and whole-of-government reporting obligations.
- Lead the Museum's financial governance, internal control and assurance frameworks, identifying and managing financial risks while strengthening organisational compliance and financial integrity.
- Drive the efficient and effective management of the Museum's procurement and financial operations, ensuring value for money, compliance with the Commonwealth Procurement Framework and responsiveness to business needs.
- Represent the Museum in dealings with the Australian National Audit Office, the Department of Finance and other key stakeholders on complex, sensitive or strategic financial matters.
- Provide strategic oversight of budget development, monitoring and forecasting processes, delivering insights and recommendations that support financial sustainability and organisational performance.

- Ensure the effective management of Central Budget Management System (CBMS) reporting, monthly actuals, balance sheet reconciliations and other critical financial processes to support accurate financial stewardship.
- Lead and implement continuous improvement initiatives that enhance financial systems, processes, service delivery and organisational capability, driving efficiencies and strengthening business outcomes across the Museum.

## KEY CHALLENGES

- **Balancing operational delivery with strategic financial leadership**  
Ensuring the delivery of accurate and timely financial, procurement and reporting services while providing strategic advice that supports organisational priorities and long-term sustainability.
- **Maintaining compliance in a complex regulatory environment**  
Navigating evolving Commonwealth financial, procurement and governance requirements while maintaining strong internal controls, mitigating risk and ensuring accountability.
- **Leading change and building capability**  
Driving continuous improvement across financial systems, processes and service delivery while developing a high-performing finance team capable of meeting current and future organisational needs.

## KEY RELATIONSHIPS

| Who                                                       | Why                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deputy CFO / CFO                                          | Provides strategic direction and sets business priorities. Works closely with the Operational Finance Manager on financial strategy, governance, risk, budgeting, procurement, organisational performance and the resolution of complex financial matters. |
| Managers and Business Leaders                             | Partner with stakeholders across the Museum to provide authoritative financial advice, support budgeting and forecasting activities, identify financial risks and opportunities, and ensure effective stewardship of organisational resources.             |
| Finance Team                                              | Leads, develops and supports a high-performing team through coaching, capability development, performance management, workforce planning and the delivery of quality financial services and outcomes.                                                      |
| Department of Finance, ANAO and Other Government Agencies | Represents the Museum on complex financial, procurement, governance and reporting matters, ensuring compliance with legislative and whole-of-government requirements.                                                                                      |
| Suppliers, Contractors and External Service Providers     | Maintains productive relationships to support effective procurement, contract management, financial administration and the delivery of value-for-money outcomes.                                                                                           |

## KEY SELECTION CRITERIA

The successful candidate will demonstrate their capacity against the following:

1. **Strategic Financial Leadership**  
Demonstrated experience leading finance functions and delivering strategic financial advice that supports organisational objectives, business performance and informed decision-making.
2. **Financial Governance, Compliance and Risk Management**  
Proven ability to manage complex financial operations, governance frameworks, procurement activities and

internal controls, ensuring compliance with legislative and whole-of-government requirements while effectively managing financial risk.

**3. Stakeholder Engagement and Influencing**

Highly developed stakeholder management skills, with the ability to build effective relationships and influence senior leaders, auditors, government agencies and external stakeholders on complex or sensitive financial matters.

**4. Leadership and People Management**

Demonstrated capability to lead, develop and inspire high-performing teams through effective coaching, performance management, workforce planning and capability development.

**5. Continuous Improvement and Operational Excellence**

Proven ability to drive innovation and continuous improvement in financial systems, processes and service delivery, delivering efficient, customer-focused and outcome-driven business solutions.

## QUALIFICATIONS AND/OR RELEVANT EXPERIENCE REQUIRED

### Mandatory:

- Relevant tertiary qualifications in Accounting, Finance, Commerce, Business or a related discipline, with membership of a recognised professional accounting body (CPA Australia, Chartered Accountants Australia and New Zealand, or equivalent).
- Demonstrated experience leading finance, procurement and financial management functions within a complex organisation, including responsibility for financial reporting, budgeting, governance and compliance.
- Demonstrated experience managing and developing staff, including performance management, capability development and leading high-performing teams.
- Strong knowledge of financial governance, internal controls, risk management and relevant legislative frameworks, including the Public Governance, Performance and Accountability (PGPA) Act, Commonwealth Resource Management Framework and Commonwealth Procurement Framework.
- Proven ability to provide authoritative financial advice to senior executives and stakeholders, influencing decision-making and supporting organisational outcomes.

### Desirable:

- Experience working within the Australian Public Service (APS), a Commonwealth entity, or a similarly regulated environment.
- Experience managing external audit processes and liaising with oversight agencies including the Australian National Audit Office (ANAO) and the Department of Finance.
- Experience with Financial Management Information Systems (FMIS), budgeting and reporting systems, including CBMS or similar government reporting platforms.
- Advanced analytical and reporting skills, including a high level of proficiency in Microsoft Excel and financial modelling tools.
- Experience leading business improvement, system implementation or financial transformation initiatives.

## Detailed Tasks and Key Competencies (attached)

Detailed tasks are attached. The relevant Integrated Leadership System (ILS) profile is included, with further capability and behavioural indicators available on the APSC website. [www.apsc.gov.au](http://www.apsc.gov.au).

## Conduct and Behaviours

Employees are required to perform their duties in accordance with the Museum's values, policies, codes of conduct, professional standards, and legislative obligations, acting with integrity, professionalism and respect always.

## Work Health and Safety

Takes all reasonable care that their actions or omissions and their actions do not affect the health and safety of themselves or others and comply with all health and safety policies and procedures. Meet the accountabilities as set out in the Work Health and Safety policy as amended from time to time.

Under section 25 of the *Public Service Act 1999*, the Director may at any time determine the duties to be performed by an APS employee and the location at which those duties are performed. The duties and location described in this

position description may change over time to meet the operational needs of the museum, subject to the consultation and classification provisions of the ANMM Enterprise Agreement.

**Review**

No position description can capture the full scope of responsibilities within the position. Therefore, this position description should not be seen as limiting and some flexibility is required. There will be other responsibilities, not described above, that may be given to this position from time-to-time.

All position descriptions evolve and change over time, and the Museum commits to revising and updating position descriptions as required to accurately reflect the contribution of staff.

I acknowledge that I have read and understood this Position Description and the responsibilities, accountabilities and expectations of the role, and agree to perform my duties in accordance with these requirements and the Museum's policies and standards.

| EMPLOYEE ACCEPTENCE |  |
|---------------------|--|
| Name:               |  |
| Signature:          |  |
| Date:               |  |

## INTEGRATED LEADERSHIP PROFILE

### Executive Level 1 profile

| Shapes strategic thinking                                                                                                                                                                                                                                                                                                                                                     | Achieves results                                                                                                                                                                                                                                                                                                | Cultivates productive working relationships                                                                                                                                                                                                                                                                                                                                                                                | Exemplifies personal drive and integrity                                                                                                                                                                                                                                                                                                                                                                  | Communicates with influence                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Inspires a sense of purpose and direction</b><br><br>Provides direction to others regarding the purpose and importance of their work. Illustrates the relationship between operational tasks and organisational goals. Sets work tasks that align with the strategic objectives and communicates expected outcomes.                                                        | <b>Builds organisational capability and responsiveness</b><br><br>Reviews project performance and focuses on identifying opportunities for continuous improvement. Identifies key talent to support performance. Remains flexible and responsive to changes in requirements.                                    | <b>Nurtures internal and external relationships</b><br><br>Builds and sustains relationships with a network of key people internally and externally. Proactively offers assistance for a mutually beneficial relationship. Anticipates and is responsive to internal and external client needs.                                                                                                                            | <b>Demonstrates public service professionalism and probity</b><br><br>Adopts a principled approach and adheres to the APS Values and Code of Conduct. Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in public and internal forums. | <b>Communicates clearly</b><br><br>Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.                                                                                                        |
| <b>Focuses strategically</b><br><br>Understands the organisation's objectives and aligns operational activities accordingly. Considers the ramifications of issues and longer-term impact of own work and work area.                                                                                                                                                          | <b>Marshals professional expertise</b><br><br>Values specialist expertise and capitalises on the expert knowledge and skills of others. Contributes own expertise to achieve outcomes for the business unit.                                                                                                    | <b>Facilitates cooperation and partnerships</b><br><br>Involves people, encourages them and recognises their contribution. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.                                                                                                                                                 | <b>Engages with risk and shows personal courage</b><br><br>Provides impartial and forthright advice. Challenges important issues constructively, and stands by own position when challenged. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.                                                                                                                     | <b>Listens, understands and adapts to audience</b><br><br>Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others' comments and does not allow misunderstandings to linger.                                                                                 |
| <b>Harnesses information and opportunities</b><br><br>Gathers and investigates information from a variety of sources, and explores new ideas and different viewpoints. Probes information and identifies any critical gaps. Maintains an awareness of the organisation, monitors the context in which the organisation operates and finds out about best practice approaches. | <b>Steers and implements change and deals with uncertainty</b><br><br>Establishes clear plans and timeframes for project implementation and outlines specific activities. Responds in a positive and flexible manner to change and uncertainty. Shares information with others and assists them to adapt.       | <b>Values individual differences and diversity</b><br><br>Recognises the positive benefits that can be gained from diversity and encourages the exploration of diverse views. Harnesses understanding of differences to enhance interactions. Recognises the different working styles of individuals, and tries to see things from different perspectives.                                                                 | <b>Commits to action</b><br><br>Takes personal responsibility for meeting objectives and progressing work. Shows initiative and proactively steps in and does what is required. Commits energy and drive to see that goals are achieved.                                                                                                                                                                  | <b>Negotiates persuasively</b><br><br>Approaches negotiations with a strong grasp of the key issues, having prepared in advance. Understands the desired objectives and associated strengths and weaknesses. Anticipates the position of the other party, and frames arguments accordingly. Encourages the support of relevant stakeholders. Strives to achieve an outcome that delivers benefits for both parties. |
| <b>Shows judgment, intelligence and commonsense</b><br><br>Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Recognises the links between interconnected issues. Breaks through problems and weighs up the options to identify solutions. Explores possibilities and innovative alternatives.                                       | <b>Ensures closure and delivers on intended results</b><br><br>Sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and ensures documentation procedures are maintained. Seeks feedback from stakeholders to gauge satisfaction. | <b>Guides, mentors and develops people</b><br><br>Identifies learning opportunities for others and empowers them by delegating tasks. Agrees clear performance standards and gives timely praise and recognition. Makes time for people and offers full support when required. Delivers constructive, objective feedback in a manner that gains acceptance and achieves resolution. Deals with under-performance promptly. | <b>Displays resilience</b><br><br>Persists and focuses on achieving objectives even in difficult circumstances. Remains positive and responds to pressure in a controlled manner. Continues to move forward despite criticism or setbacks.                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Demonstrates self awareness and a commitment to personal development</b><br><br>Self-evaluates performance and seeks feedback from others. Communicates and acts on strengths and development needs. Reflects on own behaviour and recognises the impact on others. Shows strong commitment to learning and self-development, and accepts challenging new opportunities.                               |                                                                                                                                                                                                                                                                                                                                                                                                                     |

## ROFILE