

## ARPC Position Description

<b>Role title:</b>	Manager Finance Operations (MFO)		
<b>Function:</b>	Finance and Accounting	<b>Classification broadband:</b>	EL1
<b>Location:</b>	Sydney	<b>Security clearance:</b>	Baseline
<b>Role reports to (role title):</b>	Head of Finance (HoF)		
<b>Direct reports (role titles):</b>	EL1/EL2 may supervise a professional level team member for work instruction		

### Purpose of the role (Why the role exists; how the role contributes to the ARPC's strategic objectives)

The purpose of this role is to support the Head of Finance by coordinating and contributing to the delivery of ARPC's core finance activities, including statutory and management reporting, budget development, Board and Committee materials, and organisational performance reporting.

The role also supports strong financial control, risk management and governance practices, and works closely with internal and external stakeholders to ensure finance activities are delivered in a disciplined, accurate and well-governed manner.

### Key accountabilities (Key activities, tasks, and outcomes to be achieved)

- Role model ARPC's Values and Code of Conduct and Capabilities set out in the ARPC's Capability Framework.
- Execute the finance transformation body of work associated with organisational growth, the recently established Cyclone Pool, and the implementation of IFRS 17 (the new accounting standard for insurance).

### Financial operations, planning and reporting

- Support the effective operation of ARPC's Finance function by coordinating core finance deliverables and maintaining discipline across key finance processes and reporting cycles.
- Contribute to the preparation, drafting and review of ARPC's Annual Report, Corporate Plan and Financial Outlook Report, ensuring financial content is accurate, consistent and aligned with legislative and reporting requirements.
- Support the annual budget process by coordinating finance inputs, assisting with budget development and analysis, and supporting the articulation of budget strategies and assumptions.
- Assist with the preparation and review of finance-related Board and Committee papers to ensure clarity, accuracy and alignment with agreed financial positions and frameworks.
- Coordinate the preparation of ARPC's Business and Performance Reporting by bringing together financial and non-financial performance information across the organisation, including:
  - collating and validating inputs from Finance and key non-Finance functions;
  - reconciling financial and operational data where required; and
  - supporting the identification and explanation of material movements, emerging issues and performance trends, and escalating significant variances or risks.

### Finance operations, stakeholders and projects

- Support the effective operation of core finance activities, including month-end processes, statutory reporting cycles and key finance deliverables, providing hands-on support where required.
- Engage with internal stakeholders across ARPC to support finance inputs into business activities and organisational initiatives.
- Maintain effective working relationships with external finance stakeholders, including Treasury, investment managers and service providers.
- Represent the Finance function on internal projects and initiatives led elsewhere in the organisation, ensuring finance implications are understood and appropriately addressed.

### Financial risk, control and governance support

- Support finance-related risk management activities by assisting with the identification, documentation and monitoring of finance risks and controls.
- Support the tracking of actions and remediation activities arising from finance control issues and audits, and assist with appropriate reporting and escalation through established governance channels.

- Support the drafting, review and maintenance of finance-related policies, procedures and processes to ensure documentation remains current, practical and aligned with legislative and organisational requirements.
- Support the management of ARPC's investment portfolio, including placement, maturity and record-keeping activities, to ensure compliance with the Investment Policy and alignment with liquidity requirements.

**Working relationships** (key stakeholders, clients, customers, suppliers, providers, consultants, etc.)

Build and maintain strong relationships within:

- **Internal** relations with
  - All members of the ARPC team
  - Including Senior Executive and Board Members
- **External** relationships with(in)
  - Vendors and partners.
  - Government particularly Department of Finance and Treasury

ANAO and their contracted service provider

**Person specification****Qualifications and experience****Qualifications** (indicate whether mandatory or desired)

- Recognised professional qualifications CA or CPA - *Mandatory*
- Tertiary qualification in Finance, Business or Commerce - *Mandatory*
- Accreditation (or knowledge of) Project Management methodology and tools - *Desired*

**Experience** (minimum type and level of experience required to perform the role)

- Experience in system transformation - *Desired*
- Experience in the full range of financial accounting activities - *Mandatory*
- Knowledge of Commonwealth Government particularly connections to Treasury or Department of Finance - *Desirable*

**Key legislative / regulatory role responsibilities****Public Interest Disclosure Act 2013 (PID Act)**

- ARPC staff must assist the ARPC CEO (or delegate) and/ or the Commonwealth Ombudsman in the conduct of a PID investigation.

**Privacy Act 1988**

- ARPC staff must adhere to the Australian Privacy Principles and the ARPC Privacy Policy and report any privacy breaches by any employee or contractor to the Privacy Officer / or Privacy Champion, as soon as they become aware of them.

**Freedom of Information Act 1982 (FOI Act)**

- ARPC staff are responsible for notifying and supporting the Information Public Scheme (IPS) Team to ensure published website Information is accurate, up-to-date and complete.
- ARPC 'owners' of website content are required to review content on their page(s) at least annually.

**Work Health & Safety Act 2011 (WHS Act)**

- All workers, including senior managers and executives, have duties under WHS Act.
- These duties include taking reasonable care for our own psychological and physical health and safety and that your actions or omissions do not adversely affect the health and safety of other persons.

**Technical capabilities** (skills, knowledge, technical or specialist capabilities)

- Ability to work autonomously and proactively
- A natural problem solver and trouble shooter
- High level stakeholder engagement and people skills
- Work on various ad hoc projects at once
- Deep financial management expertise coupled with energy and passion for the finance profession
- Knowledge of Technology One general ledger (desirable)

- Strong knowledge of the MS Office suite including Word, PowerPoint, and Excel
- Excellent written and verbal communication skills
- Excellent analytical skills
- Ability to build strong relationships
- Well-developed commercial acumen
- Deep legislative and regulatory interpretation and application skills
- Natural application of insight, initiative, and innovation
- Astute attention to detail
- Ability to work as part of a team and autonomously, as a subject matter expert
- Courteous assertiveness

<b>Authorities</b>	<b>Limits/ type</b>
Financial delegations:	As per ARPC Delegations Policy
HR delegations:	As per ARPC Enterprise Agreement
Declared Terrorist Incident (DTI) and Declared Cyclone Event (DCE):	As per ARPC Event Response Policy

<b>Additional requirements</b>

<b>ARPC Values</b>
• Integrity      • Respect      • Service      • Wellbeing

<b>ARPC Capabilities (Integrated Leadership System)</b>
ARPC Capabilities describe behavioural expectations for all employees, by classification broadband.

- Shapes strategic thinking
- Achieves results
- Cultivates productive working relationships
- Exemplifies personal drive and integrity
- Communicates with influence

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