

ARPC Position Description

Role title:	Head of Finance		
Function:	Finance and Accounting	Classification broadband:	EL2
Location:	Sydney	Security clearance:	Baseline
Role reports to (role title):	Chief Financial Officer		
Direct reports (role titles):	Leads a small team		

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 lead ARPC's finance operations to ensure effective reporting (management and statutory) and stewardship and control of operational and capital expenditure, investments and assets.

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 Capability Framework

Financial Control

- Assist the Chief Financial Officer to ensure the long-term financial sustainability of ARPC by establishing, leading and managing the development of ARPC's strategic financial objectives
- Ensure ARPC's financial practices reflect standards set by statutory authorities and contemporary accounting practices:
 - Lead the development and maintenance of ARPC's financial management policies, procedures and guidelines
 - Oversee the development and maintenance of ARPC's financial procedures based on established policies
- Ensure ARPC meets all Whole of Government reporting requirements as determined by the Department of Finance
- Oversee the maintenance of financial management information, accounting systems and relevant accounting control mechanisms with a focus on accuracy and integrity
- Lead the provision of effective financial analysis and reports (which draw out meaningful trends and insights) to support ARPC's leadership team and board
- Oversee the management of ARPC's cash and term deposit investment portfolio to optimise returns and meet liquidity requirements within the limited scope of the Investment Policy
- Oversee the procurement process to ensure ARPC complies with the Procurement Procedure and follows the spirit of the Commonwealth Procurement Rules
- Oversee payroll and the management of the outsourced service provider
- Lead and direct continuous improvement activities
- Ensure effective operational management of internal and external audit activities as they relate to financial audits
- Manage the Shared Services relationships with Treasury for provision of financial services such as general ledger, and accounts payable
- Ensure sound Financial Risk Management principles and systems are in place. Proactively identify risks, implement mitigating actions and improvements and monitoring outcomes

Property maintenance

Manage the property and facilities for ARPC to support ARPC business requirements in a cost effective manner.

- Together with the CFO, develop an effective property strategy
- Liaise with and manage current and potential facilities and property service providers

Team Leadership

Lead a small team of finance professionals (in accordance with the Integrated Leadership System) toward provision of sound management of the financial systems and processes:

- Lead and manage the work programs of Finance staff including operational, costing and reporting functions

- Ensure the effective provision of day-to-day financial operations of ARPC including month end processes, investments, cash-flow management and reporting
- Oversee financial planning and budgeting activities
- Oversee the procurement process
- Manage staff performance toward satisfactory or better performance
- Support employee development toward improved performance and achievement of short to long term goals and aspirations
- Ensure staff understand ARPC's strategic objectives and how their own role contributes to our collective success
- Spend time connecting with employees to provide on the job coaching and mentoring
- Ensure employees are tasked with meaningful work which provides challenge and growth opportunities

Other

- Lead and participate in ARPC Corporate projects as and when opportunities arise

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
- **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*

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

- Experience in the full range of financial accounting activities - *Mandatory*
- Knowledge of insurance or reinsurance - *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 Managers may receive disclosures from staff they supervise or manage and are responsible for providing to an ARPC Authorised Officer as soon as practicable, any information provided to them that concerns disclosable conduct (within the definition of PID Act S.60A).
- ARPC Managers must assist the ARPC CEO (or delegate) and/ or the Commonwealth Ombudsman in the conduct of a PID investigation.
- 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 and/ 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 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.

Security

- Responsible for monitoring their staff (including contractors), resources and functions to ensure security controls are maintained and operate effectively.
- Responsible to ensure that staff (including contractors) are aware of and practice the appropriate security procedures for protecting individuals, official information and other valuable resources.

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)

- 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 with the ability to derive simple insights from complex data
- Excellent interpersonal skills with the ability to effectively negotiate and influence
- Ability to build strong relationships with various stakeholders
- 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

Authorities	Limits/ type
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

Additional requirements

ARPC Values			
• Integrity	• Respect	• Service	• Wellbeing

ARPC Capabilities (Integrated Leadership System)

ARPC Capabilities describe behavioural expectations for all employees, by classification broadband.

- Shapes strategic thinking
- Achieves results
- Supports/cultivates productive working relationships
- Displays/exemplifies personal drive and integrity
- Communicates with influence

Refer to ARPC's intranet for detailed information on each of the capability areas.

Approved by: (Name & position)	Scott Unterrheiner, CFO	Date:	January 2026
CEO Approval:	Dr. Chris Wallace, CEO	Date:	January 2026