



Australian Government

Independent Parliamentary
Expenses Authority

CANDIDATE INFORMATION PACK

Finance Officer, APS Level 4

Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11:30 pm AEDT 3 November 2025

About IPEA

The Independent Parliamentary Expenses authority (IPEA) is an independent statutory authority in the Finance portfolio, established on 1 July 2017 under the *Independent Parliamentary Expenses Authority Act 2017* (IPEA Act). IPEA provides support for current and former parliamentarians and others as required by the Australian Government through the delivery of independent oversight and advice on work resources and travel resources.

IPEA does this by:

- providing accurate and timely advice to parliamentarians and their staff on travel resources
- educating parliamentarians and their staff on travel resources
- administering accurately and in a timely manner the processing of parliamentarians' and their staff claims for travel resources
- increasing transparency through the compilation of reports on parliamentarians' work resources and the travel resources of their staff
- conducting assurance activities on parliamentarians' work resources and the travel resources of their staff.

We are a cohesive and flexible agency, promoting the Australian Public Service (APS) philosophy of one APS career, thousands of opportunities.

We value and employ our teams' diverse skills, perspectives and backgrounds to achieve our goals and objectives. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people, and people with disability, regardless of sex, sexuality, or gender identity.

In the [2024 APS Census results](#):

- IPEA ranked 5th out of 104 agencies in leadership; our immediate supervisors care, support and are invested in our employees
- IPEA ranked 7th out of 104 agencies in communication; we communicate effectively, we consult and communicate changes and impacts to our employees well
- 83% of our employees are satisfied with their job overall, and 83% would recommend IPEA as a good place to work.

To learn more about IPEA, including our Census results, our branches and what we do, please visit our [Working at IPEA | Independent Parliamentary Expenses Authority](#) web page.

Our working environment

At IPEA we are dedicated to supporting employees manage all areas of their life by offering an inclusive environment, attractive workplace conditions, accommodating leave provisions and flexible working arrangements, including:

- flexible working hours to support work/life balance
- opportunities for part-time employment and home-based work where these fit with operational requirements
- ability to purchase additional annual leave
- study assistance
- access to our Employee Assistance Program

Commitment to diversity

IPEA is committed to maintaining a diverse and inclusive environment to achieve our purpose. All employees are valued and respected, which has helped us to build a highly capable, innovative and adaptive workforce.

IPEA embraces difference and fosters an environment of inclusion and regard for others. Our employees feel included, valued and respected, and have access to equal opportunity. We support and develop our employees and feature a diverse and talented workforce.

Everyone in IPEA plays a unique role in supporting its diverse, accessible and inclusive workplace. Understanding the benefits of diversity, and ensuring inclusiveness, is at the heart of our core values and work culture.

Eligibility requirements

- Citizenship – to be employed by IPEA you must be an Australian citizen. Citizenship in the APS | Australian Public Service Commission.
- Security clearance - successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All IPEA staff are required to have a minimum baseline security clearance prior to commencement. Successful applicants will also be required to undergo a mandatory National Criminal History check.
- RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have a disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you. Further information can be found at RecruitAbility | Australian Public Service Commission

Job description

Position title:	Finance Officer	
Classification:	APS Level 4	
Salary range:	\$78,330 - \$89,401	
Branch:	Corporate	
Position Number:	63742	
Status:	Ongoing/non-ongoing	
Location:	Forrest, ACT	
Security Classification:	Baseline (Protected)	
Contact officer:	Andrew Cameron	Phone: (02) 6215 3280

About the role

IPEA is seeking an experienced Finance Officer with strong technical skills across a broad range of finance subject matter, including reporting, reconciliations, procurement, and debtor activities. The Finance Officer will assist in managing the provision of corporate services by outsourced providers and to support the Chief Financial Officer (CFO) to provide finance services to IPEA.

We're seeking a motivated individual to join our small team in a role that offers flexibility to suit you. This position is ideal for someone looking for part-time working hours, with a minimum commitment of 4 hours per day Monday to Friday. If your preference is working fulltime hours, you will also provide administrative support across the Corporate Branch, contributing to a dynamic and collaborative environment.

Key Responsibilities

The successful candidate will work in a small team and must be self-directed and able to work flexibly across a broad range of subject matter.

- Undertake routine and moderately complex finance tasks including accounts payable and receivable, debt management, and banking activities, under limited supervision.
- Monitor compliance with internal financial policies and procedures, including procurement, credit card usage, delegations, and accounting standards.
- Assist with financial reporting activities including end-of-month and end-of-year processes, and reconciliations.
- Liaise with internal and external stakeholders to support the delivery of finance services, including managing relationships with shared service providers.
- Contribute to the development and continuous improvement of financial processes and procedures.
- Provide administrative support to the Corporate Branch.
 - Administrative and organisational tasks
 - Email inbox monitoring and coordination
 - Coordinating and preparing meeting papers
 - Collaborate and work effectively with the Finance team and broader Corporate Branch

Our ideal candidate

The APS Work Level Standards (WLS) detail five characteristics that contain general statements about the broad job requirements, and operating context for each classification level.

IPEA is seeking candidates who possess the following job specific skills and attributes aligned to the corresponding WLS.

Additionally, the Secretaries' Charter of Leadership Behaviours sets out the behaviours Secretaries expect of themselves and SES and want to see in leaders at all levels of the APS. Regardless of classification, you will be expected to model and champion the behaviours outlined in the Secretaries Charter of Leadership Behaviours - DRIVE.

Leadership and accountability

- Demonstrated experience in finance operations, including accounts, reconciliations, and debt management, with the ability to apply established procedures and guidelines.
- High attention to detail and accuracy in financial data handling and reporting.

Demonstrates accountability for the quality and integrity of work, and leadership in applying standards and procedures reliably.

Management diversity and span

- Ability to work independently and collaboratively within a small team environment.
- Strong organisational and time management skills, with the ability to manage competing priorities and meet deadlines.

Shows the capacity to manage a diverse workload and contribute to team outcomes across multiple finance functions.

Stakeholder management

- Well-developed written and verbal communication skills, with the ability to engage effectively with a range of stakeholders.

Supports effective collaboration and communication with internal and external parties, including shared service providers and senior staff.

Job context and environment

- Sound understanding of the Commonwealth financial framework and government accounting practices.

Reflects awareness of the broader APS operating environment and the regulatory context in which the role functions.

Independence and decision-making

- Proficiency in financial systems such as SAP and CBMS, or similar platforms.
- Ability to work independently and collaboratively, with sound judgment in applying procedures and resolving issues.

Demonstrates the ability to make informed decisions within established guidelines and systems, with minimal supervision.

How to apply

Application

Your application should include:

- a 750-word pitch with clear examples of how you meet the key responsibilities as well as the characteristics outlined in the 'our ideal candidate' section
- a resume of no more than three (3) pages
- the Personal Particulars Form which can be found on the [Working at IPEA | Independent Parliamentary Expenses Authority](#) web page.

You will be assessed against how your work-related qualities (skills, capabilities, personal qualities, experience and qualifications) align with the Australian Public Service Work Level Standards and key responsibilities for this role. Detailed information on the Work Level Standards can be found at: [Work level standards: APS Level and Executive Level classifications | Australian Public Service Commission](#).

Consideration should also be given to the APS Code of Conduct and the APS Values which can be found on the Australian Public Service Commission website [APS Values, Code of Conduct and Employment Principles | Australian Public Service Commission](#)

Written referee reports may be requested if you are shortlisted to interview stage.

Submission

Your completed **Personal Particulars Form**, along with your **pitch** and **resume should be emailed** to: ipearecruit@ipea.gov.au.

Please ensure you include the contact details of two referees as part of your Personal Particulars Form. IPEA will confirm with you prior to contacting your referees.

If you have trouble submitting your application, please contact IPEA's Recruitment Team at: ipearecruit@ipea.gov.au or on (02) 6215 3470.