



**Australian Government**  
**Independent Parliamentary  
Expenses Authority**

# CANDIDATE INFORMATION PACK

Chief Financial Officer, EL2

Independent Parliamentary Expenses Authority (IPEA)

Applications Close: 11:30pm AEST, Monday 6 April 2026

## About IPEA

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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 [2025 APS Census results](#):

- IPEA ranked 12<sup>th</sup> out of 107 agencies in leadership; our immediate supervisors care, support and are invested in our employees
- IPEA ranked 25<sup>th</sup> out of 107 agencies in wellbeing policies and support; We prioritise our employees' health and wellbeing, and have policies and practices to manage them effectively.
- 89% of employees feel committed to the agency's goals, and 80% 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

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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

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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

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- 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

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<b>Position Title:</b>	Chief Financial Officer	
<b>Classification:</b>	EL2	
<b>Salary range:</b>	\$157,035 to \$184,878	
<b>Branch:</b>	Corporate	
<b>Position Number:</b>	9010015	
<b>Status:</b>	Ongoing	
<b>Location:</b>	Forrest, ACT	
<b>Security Classification:</b>	Baseline (Protected)	
<b>Contact Officer:</b>	<b>Name:</b> Andrew Cameron	<b>Phone:</b> (02) 6215 3280

### Key Responsibilities

Operating with a high degree of independence, the Chief Financial Officer (CFO) will provide strategic leadership, authoritative advice and deliver complex outcomes.

- Provide strategic financial leadership and shape organisational direction by managing IPEA's:
  - financial management function including budgeting, forecasting and financial reporting processes and the publication of financial statements
  - operational accounting matters, including accounts payable and receivable, treasury functions, taxation, financial policies, and administration of the financial management information system (FMIS)
  - procurement function, which provides advice on all procurement and contract management activity within IPEA
  - financial strategy in consultation with IPEA's CEO and senior Executives to ensure alignment with IPEA's strategic priorities.
- **Deliver high-quality advice** to IPEA Executive and report to, and advise, IPEA's Members and the members of the Audit & Risk Committee on financial management, risk management and procurement matters.
- **Drive financial governance**, internal controls and assurance frameworks, ensuring integrity, transparency and continuous improvement.
- **Foster a positive risk culture** including:
  - develop, implement, and maintain an enterprise-wide risk management framework
  - monitor emerging risks, fraud, corruption, and security threats to protect the agency
  - advise the CEO and Members on risk appetite, tolerance, and strategic decision-making.
- **Lead emerging technologies initiatives**, including AI, and championing a community of practice to build capability, manage risk and support responsible adoption and use.
- **Cultivate and manage strategic relationships** with:
  - the Department of Finance in relation to financial management functions and ICT

- the Australian National Audit Office
- other key stakeholders.
- **Lead, develop and empower a high-performing team**, fostering a culture of accountability, professionalism and continuous improvement.

## Qualifications

Membership of a recognised professional accounting body (for example CA, CPA or equivalent).

## Our ideal candidate

The APS Work Level Standards provide five key characteristics about the broad job requirements and operating context for this role.

### Leadership and accountability

- Provides senior leadership for a significant corporate function, setting clear direction and accountability to deliver outcomes aligned with organisational and whole-of-government priorities.
- Takes responsibility for complex work outcomes, exercising sound judgement in high-risk or sensitive environments and escalating issues appropriately.
- Leads and develops teams in accordance with APS Values, Employment Principles and ethical standards.

### Management diversity and span

- Manages a diverse workforce with oversight of specialist financial and corporate capability, balancing strategic oversight with operational delivery.
- Coordinates resources across competing priorities, ensuring effective workload management and staff capability development.
- Adapts management approach to suit varying operational demands, risks and stakeholder expectations.

### Stakeholder management

- Builds and maintains influential relationships with senior executives, central agencies, auditors and key external stakeholders to support delivery of outcomes.
- Represents the organisation credibly at senior-level forums, negotiating and influencing outcomes on complex financial and governance matters.
- Manages differing perspectives and expectations to achieve constructive and timely outcomes.

### Job context and environment

- Operates effectively in a dynamic and complex financial and governance environment, managing competing priorities, evolving risks and legislative obligations.
- Delivers outcomes within an environment characterised by high scrutiny, tight timeframes and sensitive issues.
- Applies sound understanding of APS frameworks, including financial management, risk management, governance and accountability requirements.

### Independence and decision-making

- Exercises a high degree of independence in planning, prioritising and delivering work, within established strategic and legislative frameworks.
- Makes well-reasoned decisions on complex matters, informed by risk, evidence and whole-of-organisation considerations.
- Provides authoritative advice to senior executives, with minimal supervision, on sensitive or high-impact issues.

## How to apply

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### 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](mailto: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](mailto:ipearecruit@ipea.gov.au) or on (02) 6215 3470.