What is a central agency?

A central agency has particular Australian Public Service (APS)-wide responsibilities for setting the legislative, financial or employment frameworks within which all APS agencies operate.

The Department of Finance (Finance) is a central agency responsible for helping the Australian Government make informed decisions on government finances, managing non-defence government assets, using information and communications technology in government, and supporting parliamentarians.

SMART FACT

Did you know? Finance played a significant role in developing the National Disability Insurance Scheme (NDIS) by providing advice on design, cost, governance and financial management.
SMART PEOPLE

What can you offer Finance?
At Finance, we work closely in teams to achieve our objectives, so collaboration and communication skills are highly valued.

We are looking for graduates who will nurture positive relationships and have effective communication skills, who are innovative and creative, are committed to excellence, and who show personal drive and integrity. We are committed to the APS Values and expect that our employees will be too.

The Finance Strategic Plan 2011-2014 sets out the direction in which Finance is heading, and the following four aspirations sum up what we are striving to achieve:

- **Culture** – being a great place to work where great work is done
- **Collaboration** – engaging with others to deliver better outcomes
- **Excellence** – being the best that we can be
- **Influence** – respected for the difference we make

Are you eligible to apply?
In order to apply for our graduate program you must:

- be an Australian citizen, or going to be granted Australian citizenship before commencement of the program and be able to provide evidence of this
- have maintained at least a credit average throughout your university degree
- be completing your final year of study or have completed your degree in the last five years
- be willing to relocate to Canberra

SMART FACT

Did you know?
Finance developed and manages australia.gov.au – a gateway of information and services gathered from over 900 Australian Government websites as well as state and territory resources.
Does Finance take your degree?

We take people with ALL degrees! From Ancient History to Accounting, Education to Engineering. We have a particular interest in the following disciplines:

- Accounting
- Arts
- Business
- Commerce
- Finance
- Property
- Economics
- Engineering
- Law
- Communications
- Information and Communications Technology

FINANCE IS FAR MORE THAN JUST A NUMBERS GAME. IF YOU'RE NOT SURE HOW YOUR DEGREE FITS IN, CONTACT THE RECRUITMENT TEAM TO ASK!

What set of skills is Finance looking for?

At Finance, we are looking for people who want to be challenged, work in a fast-paced environment, demonstrate a desire to learn and who have the right attitude. Some of the main skills we look for in graduates are:

- ability to think critically
- strong research and analysis skills
- ability to work as part of a team
- strong verbal and written communication skills
- ability to think outside the square and to be creative
- attention to detail and accuracy
- wise use of judgement

SMART PROFILE

JESSE FATNOWNA
- NDIS and Aged Care Team, Budget Group.

I work in the National Disability Insurance Scheme (NDIS) and Aged Care Team in the Social Policy Division of Budget Group. Working on the Australian Government Budget has helped me to understand the way the Government makes expenditure decisions, and working on the NDIS has given me a chance to be involved with the implementation of one of Australia's biggest social reforms.

Finance is a great place to work, the pay and conditions are very good and the Graduate Program provides a great way to join the Public Service. Finance also has various networks that you can get involved with. I'm a member of the Aboriginal and Torres Strait Islander Staff Network. We help the Department organise events and act as a peer support network for Aboriginal and Torres Strait Islander staff members. Finance also has a Diversity Network, a Women's Network and a Social Club who all organise various worthwhile events for the Department throughout the year.
SMART WORK

What does the Department of Finance do?

Finance sits at the heart of government decision making, and assists the government in shaping and delivering its agenda by providing high quality advice and services over a wide range of policy and program areas.

We engage on fiscal and economic matters – particularly in relation to the Australian Government Budget. We deliver professional support to our ministers, parliamentarians and their staff, and to the government as a whole. We also manage all non-defence government assets.

Some of the dynamic work delivered by Finance includes:
- supporting the delivery of the Australian Government Budget
- managing the government’s non-defence property and the sale of government assets
- managing the financial framework for Australian Government agencies
- providing advice and support to parliamentarians and their employees about their employment conditions
- maintaining shareholder oversight for Government Business Enterprises
- providing general insurance services to government agencies, and promoting improved risk management
- leading government in the application of new and existing information and communication technologies

SMART FACT

Did you know? The Department of Finance developed the APS mobile roadmap which aims to help APS agencies embrace the potential of mobile technologies to deliver better, more convenient services to Australians and engage more effectively with communities.
Four business groups manage Finance's work:

- **Budget Group** advises the Minister for Finance, senior ministers and the Expenditure Review Committee of Cabinet on whole-of-government budgetary, financial and non-tax revenue policy issues and expenditure priorities. Budget Group supports the government in preparing, delivering and managing the Australian Government Budget.

- **Business, Procurement and Asset Management Group (BPAM)** manages the Australian Government's business and non-defence property assets, implements and manages the sale or divestment of such assets, handles residual business issues and is responsible for delivering all whole-of-government coordinated procurement services.

- **Chief Operating Officer Group (COOG)** delivers corporate services to the department and its employees, including facilities, security, legal, human resources and IT. COOG also provides advice and support to parliamentarians and their employees about their employment conditions.

- **Governance and Resource Management Group (GaRM)** develops and advises on the budgetary and financial framework relevant to public sector agencies. This includes advising on governance and accounting policy issues, on the government's investment funds, and on superannuation arrangements for members of parliament and APS employees. GaRM also works across government to maintain Australia's position as a leader in the application of information and communications technologies to government administration, information and services.

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**SMART PROFILE**

**DAVID HOGAN**  
- Agriculture and Industry Branch,  
Budget Group

I work in the Industry, Education and Infrastructure Agency Advice Unit (AAU). Working in an AAU has exposed me to a wide range of interesting policy issues. I've worked on everything from the formation of the carbon price package to Australia's bid to host a vast network of radio telescopes. One of the really cool things about working in an AAU is that you often see the things that you are working on in the news.
Finance offers a Graduate Development Program designed to utilise your existing skills and build new capabilities. The Program will equip you with the knowledge you need to become a high quality Finance employee; and to establish a strong foundation to build your career within the APS.

The Program is comprised of training, networking and support.

Training covers topics that are relevant to all staff, regardless of their job role and will assist you to understand Finance and general APS functions.

We understand that for some of you this may be your first full time job, so there are plenty of learning and development opportunities to support you through the transition.

The Program also includes buddy and mentor programs, networking sessions with the other central agencies, and key events such as meeting senior executive staff within the department, as well as the portfolio ministers.

Finance values all types of learning, including on-the-job, mentoring, coaching and peer learning, and classroom-based learning. The Program will ensure there is a balance between these elements.

SMART FACT

Did you know? Finance was responsible for developing and establishing the Boardlinks initiative. BoardLinks facilitates the appointment of highly skilled and qualified women to Australian Government Boards, including through the provision of support, training and mentoring opportunities.
SMART CHOICE

CPA (Certified Practicing Accountant) Recognition

Finance is accredited as a CPA Australia Recognised Employer to the Knowledge Level, the highest level. Finance was the first public sector employer in the ACT to gain this accreditation.

This provides our finance and accounting staff that have a business requirement for a CPA qualification with resources and guidance to assist them.

CPA participants also benefit by having a simple alternative method to demonstrate adherence to the CPA program’s practical experience requirement and to demonstrate adherence to minimum continuing professional development standards. These are both mandatory components of the award.

Diversity

At Finance, we are committed to creating a positive workplace culture for all employees. Diverse skills, perspectives and backgrounds are appreciated, valued and utilised. Documents such as a Diversity Strategy, Diversity Action Plan and Reconciliation Action Plan have been put in place to help Finance grow as an inclusive organisation and there are various support networks available for you to become involved in, such as the Aboriginal and Torres Strait Islander Staff Network, the Diversity Network, the Women’s Network and the Social Club.

SMART FACTS

Did you know? Finance works in partnership with countries in the Asia-Pacific region and there are opportunities for staff to work in Indonesia, the Solomon Islands and Papua New Guinea.

SMART PROFILE

EMMA FUNNELL
- Communications and Coordination Branch, COOG

I work in the Communications and Public Affairs team and have enjoyed the exposure I have had across Finance - working on a range of communications strategies, media enquiries and events for different business groups. Working at Finance, a central agency, has also given me a unique whole-of-government perspective which has been valuable, especially at this early stage of my career in the Australian Public Service.

Finance is a great place to work and being a graduate here is a privileged position where people at all levels give generously of their time and are more than willing to answer questions.

The learning and development program has equipped me with the skills I have needed throughout the year. I have been challenged and encouraged by colleagues, managers and my mentor. I’m glad I chose to join the Finance graduate program and am already looking forward to new opportunities within the department.
LIFE IN CANBERRA

If you’ve never visited Canberra, or the last time you did was for a school excursion you probably need to broaden your view of Australia’s capital! Canberra has all the essential services of a bigger city and is close to both the snow and the coast. Finance recruits many graduates each year, so if you are relocating from another city, you will have plenty of people to explore Canberra with. There is no shortage of things to do in Canberra. You will be kept busy (for at least your graduate year) exploring the many cafes, restaurants, museums, bars, wineries, bike paths and parks... the list is endless!

We understand that moving away from friends and family is a major life change, so we aim to help make the move as smooth as possible. We provide interstate graduates with relocation assistance and three weeks temporary accommodation while you find your own place.

SUPPORT NETWORKS

At Finance we want to give you as much support as we can to help you settle in. Some of the networks we provide are:

Buddies – before you commence in January, we will pair you up with a current graduate. Your buddy can help answer any questions about starting work and show you around when you arrive.

The People Branch – we will assist you with your relocation to Canberra as necessary and support and guide you through the year-long Graduate Development Program.

Your team – some teams in Finance are small while others can be quite large. Within your team you will have a supervisor who can support you in your day-to-day work.

Learning and Development Liaison Officer – each business group has a Learning and Development Liaison Officer as a central point of contact and support for graduates.

Mentor – you’ll have the opportunity to team up with someone more senior within the department who can guide your learning, development and career progression at Finance.
Like what you have read? What next?

Applications open in March each year and you can apply online through our website, wwwfinance.gov.au. We will ask you to complete a couple of questions about your studies or previous experience.

Recruitment Timeline:
March: Applications open
July / August: Offers made
April: Applications close
January: Program commences

How can you prepare for your application and assessment?
- Provide real examples. If we ask you to describe a situation then talk about a real example. It could be something that you were involved in at university, a sporting achievement or in a part-time job.
- Use the STAR principle in your examples to give us the complete picture: outline the Situation you were in, the Task you had to complete, the Action you took, and the Result you delivered.
- Check spelling and grammar – most online recruitment systems do not have spell check.
- Get someone else to read over your application and see if it makes sense to them.
- Be yourself – we are trying to find out who you are and challenge you, not intimidate you.
- Get a good night’s sleep before assessment centres.
- Have fun and learn!

Why can’t Finance make offers straight away?
We want to make sure we find the best people for the job – this takes time. We have different stages and exercises to assess candidates on different skill sets and undertake a comprehensive review of all candidates. We will do our best to keep you informed throughout the application process.

SMART FACT
Did you know? Finance is involved in negotiating leases and arranging transfer of Australian Government land on Cox Peninsula to the traditional owners.

SMART PROFILE
STUART SANDIE
- ICT Procurement Branch, Business, Procurement and Asset Management Group

In my role in the Data Centre Procurement team I have drafted Ministerial and Departmental briefs, drafted correspondence to external stakeholders, created service catalogues for data centres and provided advice to agencies in relation to the Data Centre Strategy. As part of the team, I have organised workshops around Australia with other agencies, conducted research for the project and drafted internal and external correspondence.