

## Chief Financial Officer (CFO), Corporate

<b>Classification Level:</b> Executive Level 2 (EL2)	<b>Salary:</b> \$149,081 – \$176,503 (as of 12/3/26)
<b>Employment Type:</b> Ongoing – Full Time	<b>Location:</b> Canberra, ACT
<b>Position Number:</b> 20019974	<b>Security Level:</b> Negative Vetting Level 1
<b>Closing Date:</b> Monday 9 March 2026 – 11:59pm	<b>Contact:</b> Beci Imbriano – 02 5132 4703 or 0424 199 203

### About us

The Organ and Tissue Authority (the OTA) is a dynamic, small Commonwealth agency that leads Australia's DonateLife program to increase organ and tissue donation so more Australian's have access to a lifesaving transplant. We work in close collaboration with the DonateLife network, states and territories, hospitals, health clinicians and the community to deliver the DonateLife program. The OTA is a statutory authority established by the *Australian Organ and Tissue Donation and Transplantation Authority Act 2008*.

We are committed to our purpose and positive workplace culture as demonstrated through our strong [APS Census](#) results over the past 4 years.

### Position overview

The Chief Financial Officer (CFO) reporting to the Chief Operating Officer (COO) oversees core enabling functions of the OTA that enable effective service delivery to both internal and external stakeholders. This includes financial management, internal and external audit, risk management, project management, and contract and funding management.

The CFO leads and manages the accounting and financial management of the OTA. The CFO is responsible for internal management reporting, external financial reporting, financial policies and procedures, financial budgeting, forecasting and compliance with financial legislation. The CFO is expected to be capable of interpreting, analysing and presenting financial and related information for use in solving complex problems or analysing complex options.

The CFO is supported by a small team of specialist staff and is required to be an accomplished leader and manager with demonstrable experience in the provision of high level advice on financial and business performance. The CFO will have an understanding of government funding arrangements and financial management frameworks, a strong commitment to quality, and an exceptional focus on outcomes.

## Specific duties

The CFO is responsible for:

- Monthly reporting to Department of Finance, preparation of the annual financial statements and completion of year end processes, including management of ANAO
- Ensuring compliance with Commonwealth Financial Management Framework, including requirements for procurement and funding
- Preparation of effective internal management reports including analysis, interpretation and commentary, both regular and ad hoc, including CFO reports
- Managing the annual business planning and administered and departmental internal budgeting process for the OTA
- Providing financial management support to the OTA's business units
- Management of the development of policies and procedures to support the OTA's Governance framework, including risk management, Business Continuity, Fraud Control and Certificate of Compliance processes
- Implementation of appropriate 'best practice' governance strategies, policies and processes
- Management of risk management and compliance systems and processes
- Preparation of relevant briefs for the Minister, senate estimates and questions on notice
- Managing and developing the Corporate team to deliver high quality outcomes in line objectives
- Working with the COO to develop and implement financial and corporate services procedures and work practices and assist staff and managers within the OTA to understand and follow these procedures
- Providing advice and support to the CEO and COO on matters related to the *Public Governance, Performance and Accountability Act 2013*

## Capabilities

To be successful in the role you will be able to demonstrate capability in line with the APS [Integrated Leadership System](#) and [Work Level Standards](#) (WLS) at the EL2 Level. The WLS detail 5 characteristics that contain general statements about the broad job requirements, and operating context for each classification level. The OTA seeks candidates who possess the following job specific skills and attributes aligned to the corresponding WLS:

### Relevant skills and experience

- Strong technical accounting knowledge and extensive financial analysis and financial statement preparation experience
- A detailed understanding of the PGPA Act, the Commonwealth Financial Management Framework and related Australian Government frameworks.
- Demonstrated financial experience and knowledge in the public sector, preferable with experience of working in or with a small Australian Government agency
- Possess a strong understanding of the federal government's appropriation framework, relevant Commonwealth legislation and governance
- The ability to maintain currency of knowledge of Australian Government frameworks as they relate to procurement, funding, audit, risk, fraud and compliance

**Shapes strategic thinking**

- Focuses strategically and understands the organisation's objectives and aligns operational activities accordingly
- Considers the ramifications of issues and longer-term impact of own work and work area
- Demonstrates high level strategic, analytical and advisory skills

**Achieves Results**

- Strong attention to detail to ensure the completeness and accuracy of tasks, information and activities, with the ability to respond to urgent tasks and adapt quickly to change
- High level organisation and time management skills and the ability to manage competing priorities while maintain high work standards

**Cultivates productive working relationships**

- The ability to lead a small team and provide high level support
- The ability to manage and foster close working relationships with stakeholders

**Exemplifies personal drive and integrity**

- Behaviours consistent with the values of our organisation and the Australian Public Service
- A demonstrated commitment to the health, safety and wellbeing of all employees

**Communicates with influence**

- High quality verbal and written communication skills
- Communicates clearly with stakeholders including listens, understands and adapts to audience

**Integrity**

All APS employees are required to comply with the APS [Code of Conduct](#), including to at all times behave in a way that upholds the [APS Values](#) and Employment Principles, and the integrity and good reputation of their agency and the APS. All OTA employees are also required to adhere to the OTA Values of commitment, collaboration, excellence, integrity and innovation.

**Eligibility**

To be eligible for this position you must:

- be an Australian Citizen at the closing date of application.
- have tertiary qualifications in a relevant field and completion of CA / CPA qualifications.
- be able to obtain and maintain a Negative Vetting Level 1 security clearance or hold a current security clearance of an appropriate level.

Commencement of employment is subject to the successful applicant undergoing and satisfying a police history check.

We value diversity in gender, backgrounds, culture and experience of our people and we are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. We encourage applications from Aboriginal and/or Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disability. We aim to ensure that all applicants are treated fairly and that they have equal access to job opportunities.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to progress your application for further assessment if you choose to apply under the scheme. You must advise you would like to 'opt in' to participate in the scheme at the time of submitting your application.

Details about the RecruitAbility scheme can be found at the Australian Public Service Commission website – <https://www.apsc.gov.au/recruitability>.

## To apply

Applicants are required to submit the following to [recruitment@donatelife.gov.au](mailto:recruitment@donatelife.gov.au):

- A completed application cover sheet (located at <https://www.donatelife.gov.au/work-us>)
- A current copy of your CV
- One page pitch outlining your skills, knowledge and experience against the *Capabilities* component of this advertisement.

Please visit the [employment](#) page of our website for more information about the OTA, our recruitment processes, the application cover sheet template and information on how to apply. Alternately, you can call the Contact Officer or send us an [email](#).