

Finance and Procurement Officer

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Company: Canberra Consulting

Location: Australia

Category: office-and-administrative-support

12 months initial contract

Australian Citizen with Negative Vetting 1 Security Clearance

Professional Development and Career Growth

About us

Canberra Consulting focuses on delivering highly skilled and qualified professionals to our clients. Canberra Consulting has the experience and the capability to understand your specific requirements and match them to the right environment, ensuring professional satisfaction and ongoing development opportunities. Our focus is ensuring that both you and our client are a good match and that we give you every opportunity to succeed.

The Opportunity

A key client of ours is seeking an APS5 Finance and Procurement Officer to join their taskforce. The role is responsible for providing financial and procurement support, undertaking financial management activities, assisting teams with their procurement and contracting needs, and building productive working relationships across the taskforce and department.

All candidates applying for this position must be an Australian Citizen and have a current Negative Vetting 1 Security Clearance.

Key responsibilities include:

Undertake financial administration- including financial and procurement reporting

Assist with internal budget development and maintenance, including mid-year review

Demonstrated experience in finance and procurement officer activities in federal government space

Sound knowledge, understanding and experience of procurement guidelines, procedures and frameworks in a government context

To be successful in this role, you will need:

Must be an Australian Citizen and have Negative Vetting 1 Security Clearance

Sound knowledge of and compliance with legislative frameworks and best practice with regards to the Commonwealth Procurement Rules

Federal Government experience is great but not a must

Ability to apply well developed analytical and problem-solving skills to achieve outcomes

Does this sound like a perfect role for you? Interested in hearing more? Give our Recruitment Consultant, Ana a call on 0423 737 010 or an email at Anahita.sablok@canberraconsulting.com.au for a confidential discussion

JO-2403-4477

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