

**Attachment B—Schedule of Documents**

Doc No	Date	Description of Document	Decision	Exemptions
1	20 March 2014	Selection Report, which includes individual assessment of applicants and selection committee's recommendation	Exempt in part	ss 45, 47E(c) and 47F
2	March 2014	Selection committee member's notes	Exempt in full	ss 45, 47E(c) and 47F
3	March 2014	Selection committee member's notes	Exempt in full	ss 45, 47E(c) and 47F

## SELECTION REPORT

Chief Executive Officer

The following Selection Advisory Committee (SAC) report is referred for your consideration and approval.

### DETAILS of the JOB VACANCY

Accountant  
Finance and Administration  
Adelaide

The approved Position Profile is at Attachment A.

### REASON for VACANCY

The vacancy has arisen due to the resignation of Janice Ferguson in January 2014.

### ADVERTISING

The job vacancy was advertised as follows:

ILC Website	20 February 2014
ILC Extranet	20 February 2014
Seek	21 February 2014
Aboriginal Employment Strategy	21 February 2014
Generation One	21 February 2014
Turkindi Network	21 February 2014
Indigenous Jobs Australia	21 February 2014
Australian Job Search	21 February 2014
CPA Indigenous Accountants	21 February 2014
Our Mob	21 February 2014
Koori Mail	26 February 2014

### SELECTION ADVISORY COMMITTEE

The following SAC was approved by the delegate 16 January 2014

Chairperson \_\_\_\_\_, Manager Finance  
\_\_\_\_\_, Chief Operating Officer  
\_\_\_\_\_, Project Advisor (Aboriginal/Torres Strait Islander employee).

### SELECTION ADVISORY COMMITTEE CONFLICT of INTEREST

No Conflicts of Interest arose through the recruitment and selection process.

### SHORTLISTING

50 applications were received for the job vacancy. There were no applications from Indigenous persons. One applicant withdrew his application on 12 March 2014. Based on

their applications three candidates were selected for interview. Referees were not consulted as part of the shortlisting process.

\_\_\_\_\_, one of the candidates selected for interview, withdrew his application on 17 March 2014 prior to interviews.

The Shortlisting Grid outlining the reasons for not interviewing the remainder of the candidates are given at Attachment B.

#### **INTERVIEW ARRANGEMENTS**

Interviews were conducted on 18 and 19 March 2014.

#### **SELECTION METHODOLOGY**

The approved selection criteria for the job vacancy formed the basis of the selection for both the initial shortlisting and the interviews themselves. All candidates interviewed were asked a series of questions, which are at Attachment C. The questions were designed to determine the extent to which they satisfied the selection criteria. Referee reports were conducted on the strongest candidate after interview.

Applications, interview performance and individual referee reports that were obtained were all considered in determining the suitability of interviewees.

#### **COMPARATIVE ASSESSMENT GRID**

The assessments of each candidate interviewed against the selection criteria and the comparative assessment against each other are at Attachment D.

Of the two candidates interviewed, one candidate were rated as suitable or above for the advertised job vacancy.

An Order of Merit is provided below ranking the candidates in order of suitability (only candidates rated suitable or above are included):

1. \_\_\_\_\_ - Very Suitable

#### **REFEREE REPORT**

Referee reports for \_\_\_\_\_; against the key Selection Criteria in the Position Profile, is at Attachment E.

#### **RECOMMENDATION**

The SAC recommends the engagement of \_\_\_\_\_ as Accountant, in the Finance and Administration Section based in Adelaide on the basis that he is the most suitable candidate for the position.

Whole page redacted under s 47F

Whole page redacted under s 47F

**ATTACHMENT A**

**Position Profile**

**Position Profile**

**Position Title:** Accountant  
**Classification:** ILC3Upper  
**Division / Section / Unit / Team:** Finance & Corporate Services  
**Location:** Adelaide  
**Position Title of Supervisor:** Manager, Finance  
**Position(s) Supervised:** Nil

**Organisational Environment**

The Indigenous Land Corporation (ILC) is an Independent Commonwealth statutory authority established to assist Indigenous people to achieve economic, environmental, social and cultural benefits through acquiring and managing land.

**Divisional/Directorate Environment**

The Indigenous Land Corporation Finance & Corporate Services section provides a range of finance, administrative and corporate support services to the Corporation including a range of support and administrative services to the ILC's Board of Directors.

**Purpose of the Position**

Under the direction of the Manager, Finance, contribute to the provision of financial and accounting services to the ILC, its businesses and its subsidiaries.

**Qualifications**

Tertiary qualifications (i.e. business, finance or similar) is required. Completion or progress towards CA/CPA designation would be an advantage.

### Key Responsibilities/ Accountabilities and Outcomes

1. Provide accounting services to Senior Management including:
  - a. Month end financial reporting
  - b. Assistance in the costing and budgeting of projects and business operations
  - c. Seasonal planning and cash flow forecasting
  - d. Project based accounting and reporting
  - e. Assistance with daily processing of claims for payment and collection of money owing
  - f. Preparation and lodgement of FBT returns
2. Assist in the preparation of annual financial statements and contributions to the ILC's Annual report.
3. Assist with the Interpretation of Australian Accountant Standards and implementation of policies and procedures to promote compliance.
4. Liaise with and exchange appropriate financial information with internal and external stakeholders as necessary in order that processes occur smoothly and that financial integrity is maintained.
5. Track and report on asset purchases or sales to ensure appropriate insurance cover is in place to maintain the protection of these assets and to maintain asset registers.
6. Work as an effective team member, member of the ILC Head Office and wider ILC, through fostering a cooperative, professional and positive work atmosphere.
7. Undertake other duties as directed by Manager/Supervisor or Chief Operating Officer to contribute to the efficient and effective functioning of the ILC and/or its subsidiaries.

## **Selection Criteria**

The occupant of this position will be able to demonstrate the possession of the following criteria. (All criteria are weighted equally.)

1. Posses a good understanding of Australian Accounting Standards
2. Dèmonstrated experience in the preparation of management and statutory accounts for public companies or Government sector.
3. Good understanding of the Income Tax and Fringe Benefits Tax
4. Comprehensive understanding of Goods and Services Tax and the New Tax System.
5. Demonstrated experience in accrual accounting, financial modelling and project accounting.
6. The capacity to interpret, analysis and present financial and related information.
7. Sound knowledge, skills and experience in working within a financial management information system environment.
8. General knowledge and understanding of the rural industry.
9. Capacity to work independently and as a member of a team in a diverse work environment and effectively manage priorities and tasks to completion.
10. Sound oral communication skills to effectively communicate with a wide range of people and sound written communication skills.
11. High level of competence in the effective use of operational level computer based financial management information systems, and the ability to utilise the Microsoft Office suite of applications in a MS Windows environment.
12. Ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.

## **Special Conditions**

The preferred applicant will be required to undertake a criminal history check and medical assessment. However the results may not necessarily preclude an appointment.

Appointment to this position of a person not currently an officer of the Indigenous Land Corporation will be subject to a probationary period of not less than six months.

Officers may be required to undertake extended hours of work under the provisions of the flex time or TOIL scheme.

Possession of a valid driver's licence that allows you to operate a vehicle in all Australian States and Territories is desirable. Any disqualification of your driver's license may result in termination of employment.

There may be a requirement for regular intrastate and interstate travel, including the possibility of short stays in remote locations, requiring overnight absences. Travel to remote locations may require the need to drive a 4WD vehicle (training provided) and/or fly in light planes.

## **Expectations and Behaviours**

All employees are expected to conduct themselves in a professional manner at all times. Below are some brief guidelines on the values of the ILC. Accepting a position with the ILC indicates that you accept these guidelines and will uphold and promote them.

A full description of the ILC Values and Code of Conduct is available in the current ILC Enterprise Agreement available on the ILC website at [www.ilc.gov.au](http://www.ilc.gov.au).

**EEO/Diversity** – All ILC employees must recognise and adhere to the principles of Equal Opportunity. This means being non-discriminatory in all they say and do and recognising and accepting the value of diversity within the ILC and broader community.

**Probity** – All ILC employees must undertake all their duties in an open and honest manner. Employees must never use their position for personal gain either directly or indirectly. ILC employees are obligated to recognise and report any instances where a conflict of interest may arise either for themselves or other ILC employees.

**WH&S** – All ILC employees have an obligation to work safely at all times and not endanger their own well-being or the well-being of others. This includes employees at ILC as well as members of the public. Furthermore all employees are obligated to report any hazardous circumstances or potentially hazardous circumstances as soon as they become aware of them.

**Continuous Improvement** – All employees at ILC are required to undertake their duties in an environment whereby the commitment to continuous improvement is a core value and accompanies all activities.

**ATTACHMENT C**

**Interview Questions**

**Interview Questions Accountant – Mar 2014**

**JL**

**Intro**

Have you had a look at the position description and the selection criteria for this role?

What attracted you to the role?

What are you looking for in a career move?

**JL**

**Monthly and Annual Reporting**

Could you provide us with some information about your experience in preparing monthly financial reports for management?

What was your exact role in this process?

Were you required to provide any analysis on these reports? If so, what.

Similarly, what is your experience in preparing annual statutory reports?

What was your exact role in this process?

Have you been involved in the setting and monitoring budgets, if so explain your role.

How would you rate your knowledge of current accounting standards?

**JL**

**Project Accounting/ Analysis Reporting**

Following on from this, have you been involved in the setting of budgets, reporting, monitoring or analysis of financial information for a specific job or project. What type of work was undertaken here and what was your role?

Have you had involvement in working on job-costing or cost allocation models?

How would you rate your excel skills?

Formulaes

Pivot tables

Using functions

Linking

NL

**Communication/ Teamliness**

This position has no direct reports, and therefore needs to use negotiation and influence to ensure timelines are met. Can you tell us about a time when you have been in a similar situation and how you approached it?

Due to the location of the properties, a lot of time is spent liaising with people at the end of a telephone.

Have any of your past roles required you to communicate with persons over the phone? If so, what were some of the items you dealt with over the phone.

NL

**Teamliness/ Time Management/ Priorities**

In previous roles, were you required to complete certain tasks by specified dates? And if so, can you list a few of them and the dates they were due.

What were some of the obstacles you experienced in getting this tasks completed by the required due dates? How do you manage these obstacles?

NL

**Ability to communicate with Aboriginal and Torres Strait Islander people and a knowledge and understanding of their cultures.**

Can you outline to us any experience you have had working with Indigenous people?

What are some of the issues you believe are affecting Indigenous Australians today?

**HD**

**FIS systems**

What FIS systems have you used?

Which one would you say you are the most experienced in and why?

What functionality of the systems did you use?

Accounts Payable  
Accounts Receivable  
General Ledger  
Asset Register

Have you ever had System Administrator responsibilities in any of these systems. If so, what kind of things were you responsible for.

**HD**

**GST**

How would you rate your knowledge of GST and why?

What is the consequence of receiving a non-complying tax invoice?

What if a supplier has issued an invoice but not provided their ABN?

Give one example where GST is charged and one example where GST is not charged?

Whole page redacted under ss 45, 47E(c) and 47F

## COMPARATIVE ASSESSMENT GRID

### Interviewed Candidates

Attachment D

Vacant Position: \_\_\_\_\_ Accountant \_\_\_\_\_

Selection Criteria	Name:	Name:	Name:	Name:
1. Possess a good understanding of Australian Accounting Standards	<p><b>Rating: 3</b>  Comments: Bit rusty. Last 4 years have built it up. On occasion have referred to AAS, will first do research on issue with ATO, then go to AAS.</p>	<p><b>Rating: 3</b>  Comments: Has done some research. Also used Treasury Instructions and Account Policy Framework</p>	<p><b>Rating:</b>  Comments:</p>	<p><b>Rating:</b>  Comments:</p>
2. Experience in preparation of management and statutory accounts for public companies or Government sector	<p><b>Rating: 4</b>  Comments: Prepared management &amp; statutory reports in accounting type roles. as Financial Controller responsible for all management and statutory reporting and additional Commonwealth reporting requirements.</p>	<p><b>Rating: 4</b>  Comments: P&amp;L submitted to managers for review, prepare Finance &amp; Audit Committee notes. Prepare financial statements and notes for annual audit, prepare notes for annual report, prepare accounts for</p>	<p><b>Rating:</b>  Comments:</p>	<p><b>Rating:</b>  Comments:</p>
3. Demonstrated experience in financial modelling and project accounting	<p><b>Rating: 4</b>  Comments: projects and would ind short, medium and long term, life to date project activity. Job costing at</p> <p>Heavily involved in budgeting at moving to activity based budgeting model and devolving to managers.</p>	<p><b>Rating: 2</b>  Comments: No direct input but reported on projects.</p>	<p><b>Rating:</b>  Comments:</p>	<p><b>Rating:</b>  Comments:</p>
4. Capacity to interpret, analysis and present financial and related information	<p><b>Rating: 4</b>  Comments: Analysis reports are done on top of monthly accounts. Have prepared reports against KPI's, exceptional reporting.</p>	<p><b>Rating: 3</b>  Comments: Analyse monthly financials and prepare variance reports.</p>	<p><b>Rating:</b>  Comments:</p>	<p><b>Rating:</b>  Comments:</p>

<p>5. Sound knowledge, skills and experience within financial management information system. High level of competence in use of computer based FMIS and Microsoft office suite.</p>	<p><b>Rating: 5</b>  <b>Comments:</b> Extensive experience implementing Tech 1 software for various clients. Extensive systems admin experience. SAP, Oracle, MYOB. Integration of softwares, customising. Excel skills advanced</p>	<p><b>Rating: 2</b>  <b>Comments:</b> Have used MYOB, Accpac, Micropay, Sybiz  Excel skills intermediate  NO systems admin experience, no Tech1 experience</p>	<p><b>Rating:</b>  <b>Comments:</b></p>	<p><b>Rating:</b>  <b>Comments:</b></p>
<p>6. Comprehensive understanding of tax related matters, in particular Goods and Services Tax (GST) and Fringe Benefits Tax (FBT).</p>	<p><b>Rating: 2</b>  <b>Comments:</b> Demonstrated basic GST knowledge. FBT knowledge not tested.</p>	<p><b>Rating: 2</b>  <b>Comments:</b> Demonstrated basic GST knowledge. FBT knowledge not tested.</p>	<p><b>Rating:</b>  <b>Comments:</b></p>	<p><b>Rating:</b>  <b>Comments:</b></p>
<p>7. Sound oral communication skills to effectively communicate with a wide range of people and sound written communication skills.</p>	<p><b>Rating: 4</b>  <b>Comments:</b> worked on project to computerise system. Members from various backgrounds many reluctant to change but project completed. very good relationships with everyone. Always behaved in a professional manner  excellent written and oral communication skills</p>	<p><b>Rating: 3</b>  <b>Comments:</b> Financial reporting has timelines and needs to make people aware and work together to achieve deadlines.  over the phone with movers, auditors, clients, tenants.</p>	<p><b>Rating:</b>  <b>Comments:</b></p>	<p><b>Rating:</b>  <b>Comments:</b></p>
<p>8. Capacity to work independently and as a member of a team in a diverse work environment and effectively manage priorities and tasks to completion.</p>	<p><b>Rating: 4</b>  <b>Comments:</b> Has worked in teams and individually. As Financial Controller, supervised staff. Needed to meet reporting deadlines and systems implementations and did so by resourcing tasks appropriately either through additional staff resources or putting in extra time.</p>	<p><b>Rating: 3</b>  <b>Comments:</b> Finance &amp; Audit committee report completed week before scheduled meeting. Upstream report by 11<sup>th</sup> of month. Auditor General report by 8<sup>th</sup> August. Uses lists and diaries to prioritise tasks and due dates.</p>	<p><b>Rating:</b>  <b>Comments:</b></p>	<p><b>Rating:</b>  <b>Comments:</b></p>
<p>9. Ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.</p>	<p><b>Rating: 2</b>  <b>Comments:</b> Demonstrated limited or no exposure working with Indigenous persons. Limited awareness of culture.</p>	<p><b>Rating: 2</b>  <b>Comments:</b> Demonstrated limited or no exposure working with Indigenous persons. Limited awareness of culture.</p>	<p><b>Rating:</b>  <b>Comments:</b></p>	<p><b>Rating:</b>  <b>Comments:</b></p>

<b>Overall Assessment</b>	<b>Rating: 32</b> <b>Comments:</b> Very suitable. Has skills and expertise to perform the role	<b>Rating: 24</b> <b>Comments:</b> Not Suitable – although suitable in some areas, overall the candidate would require extensive systems admin training to fully perform the role.	<b>Rating:</b> <input type="text"/> <b>Comments:</b>	<b>Rating:</b> <input type="text"/> <b>Comments:</b>
---------------------------	---	---	---	---

Appendix 1

Comparative Assessment Grid Rating Guide

HS (5)	Highly Suitable	The candidate possesses exceptionally well-developed and relevant skills and abilities, as well as the appropriate personal qualities, and his/her performance is outstanding. Requires no supervision.
VS (4)	Very Suitable	The candidate possesses highly developed and relevant skills and abilities, as well as the appropriate personal qualities, and has demonstrated competency at the required level. Requires virtually no supervision.
S (3)	Suitable	The candidate possesses relevant skills, abilities and personal qualities, and has demonstrated competency at the required level. Would be able to adequately carry out the duties, given routine supervision and guidance.
RD (2)	Requires Development	The candidate requires further training/development and would benefit from ongoing experience to enable his/her performance to reach a Suitable standard. The candidate would not be able to adequately carry out the full duties at this stage, but has the potential to progress further.
NS (0)	Not Suitable	The candidate is unable to demonstrate that he/she possesses relevant skills, abilities and personal qualities to a Suitable standard. Requires constant supervision.
NA (0)	Not Assessed	Where the SAC was unable to determine whether the candidate met the selection criterion from the information provided.

Whole page redacted under ss 45, 47E(c) and 47F

Whole page redacted under ss 45, 47E(c) and 47F

Whole page redacted under ss 45, 47E(c) and 47F

**Whole page redacted under ss 45, 47E(c) and 47F**

Whole page redacted under s 47F

Whole page redacted under s 47F