



“As an Acquisition Finance Partner, I represent DFG in projects to deliver Defence capability.

I advise and support Project Sponsors, Directors and teams on ministerial and cabinet submissions, project budgets programming, project accounting and financial matters.

I demonstrate the following behaviours:

- collaborating with project teams as a trusted financial partner to Project Sponsors and Directors;
- working together as one DFG team to provide clear and consistent advice and advise on project financial governance;
- advising on financial risks and opportunities to support project delivery and maintain the integrity of project approval;
- making the complex simple in communicating to the range of project stakeholders; and
- continuing to develop my knowledge of capability acquisition frameworks and processes, and exploring new and innovative approaches to program and project financial management.”



My responsibilities

Acquisition finance is my primary role, among other responsibilities. In my day-to-day activities I may:

1. Advise Project Sponsors, Directors and teams on budgets (including Additional Estimates / Budget Estimates and Bi-Annals), including affordability, real cost increases / decreases, cross levelling, contingency, foreign exchange, etc.
2. Manage project input into the budget cycle including project approvals, budgets, forecasts and phasings in IBRS.
3. Advise on project financial governance and compliance, the Defence Project Accounting Manual and accountabilities.
4. Provide independent analysis and advice on program / project financial performance, cost indexation, risks, pressures and opportunities.
5. Monitor and advise on project financial structures and accounting treatments, including complex transactions and international agreements, capital and operating classifications, cost recognition and allocation.
6. Provide financial accounting oversight and support to projects including Assets Under Construction (AUC) reconciliations, Asset Valuation Models (AVMs), asset rollouts and accruals / prepayments.
7. Coordinate and provide financial inputs for project and program reporting to Senior Defence Committees and input into departmental and Ministerial briefings and submissions.
8. Coordinate and quality-assure project reconciliations and responses for statutory reporting and audit requirements.

My skills

The skills I need include:

1. **Communication** and interpersonal relationship skills to engage and build trust with stakeholders.
2. **Project accounting** – understanding how to account for assets and operating costs over the project lifecycle.
3. **Defence knowledge** and networking to understand the needs, processes, business and priorities of my clients.
4. **Commercial acumen** in advising on business financial risks and options as projects engage with industry.
5. **Forecasting and analytics** experience to monitor and advise on project financial performance across multiple years.
6. **Problem solving** including the ability to provide advice based on limited information and in limited time.
7. **Resilience, initiative and drive** in challenging situations.
8. **Coordination and facilitation** skills to influence and meet the requirements of multiple clients.

What I need to know

Depending on my role and level, I generally need to develop proficiency in Government and Defence frameworks (some frameworks more than others):

	Foundational	Proficient
Capability acquisition approvals & pathways	Progress bar 1/4	Progress bar 3/4
Government budget policy & rules	Progress bar 1/4	Progress bar 3/4
Internal project budget processes	Progress bar 1/4	Progress bar 3/4
Financial policy – AAls & delegations	Progress bar 1/4	Progress bar 3/4
Procurement & purchasing policy	Progress bar 3/4	Progress bar 1/4
Defence Project Accounting Manual	Progress bar 1/4	Progress bar 3/4
Management & cost accounting	Progress bar 1/4	Progress bar 3/4
Project cost estimation & cost assurance	Progress bar 3/4	Progress bar 1/4

In addition, I need to understand my client's:

- Project deliverables, contracts and schedules.
- Project cost estimates to advise on finances and accounting.
- Asset valuation and rollout plans and processes.
- Financial performance, forecasts and pressures.
- Industry engagement and contractor arrangements.

Succeeding in my role

I find most value and success in my role where I am:

1. **Trusted** by Project Sponsors, Directors and teams and proactively engaged in providing project financial advice from approval through to project closure.
2. **Well versed** in the frameworks, policies and processes for capability acquisition budgeting and financial reporting to ensure projects operate within Government approvals and Defence Financial Policy.
3. **Developing and maintaining** professional relationships with my project stakeholders and DFG colleagues.
4. **Responsive** in providing consistent, timely and practical advice tailored to the differing needs of my clients.
5. **Interpreting, challenging and explaining** the data I receive before I pass it on to my stakeholders.
6. **Across upcoming demands and taskings** so that I can manage priorities and competing demands.
7. **Kept informed** with strategy and change in DFG and the broader Defence enterprise.
8. **Continuing to learn** and develop through formal training and on-the-job engagement while also mentoring and transferring knowledge to others.

System usage

	Standard user	Expert user
IBRS ^(a)	Progress bar 1/4	Progress bar 3/4
Purchasing ROMAN, MyFi, CMS, MILIS, GEMS	Progress bar 3/4	Progress bar 1/4
Project Accounting ROMAN, GEMS	Progress bar 1/4	Progress bar 3/4
Project Budget Formulation ^(b)	Progress bar 1/4	Progress bar 3/4
Project Financial Reporting ^(b)	Progress bar 1/4	Progress bar 3/4

(a) Defence is transitioning from BORIS to IBRS as its corporate budget and reporting system.
(b) As IBRS comes online we will progressively move away from these tools.

