



## Job types

Explore endless career pathways at the ATO. View our job types here.

**Last updated** 16 December 2024

### We offer more than you expect

Experience endless career pathways and opportunities in one organisation. You can shape and maintain fair tax, super and registry systems, or bring data to life and protect it from cyber attacks. You can deliver an exceptional client service or support our workforce to meet future demands. Some of our job types include:

#### **Tax, super, audit and assurance**



ATO jobs in tax assurance/avoidance, audit, compliance, criminal investigations, economics, risk or intelligence.

#### **Data and analytics**



ATO jobs in data analytics, data engineering, data management, data science, revenue analysis or business analysis.

#### **Digital and Information Technology**



Work in digital, cyber and IT fields such as, analysis, design,

## **Human resources**



Work in areas like learning and development, recruitment, payroll, health, workplace relations and workforce planning.

## **Law**



ATO jobs in litigation, policy design, interpretation, or prosecutions.

## **Marketing and communication**



ATO jobs in marketing and communication, digital experience, corporate affairs or media and public relations.

## **Frontline and Client Service**



Work in frontline and client service areas, supporting Australians with their tax and super.

## **Executive support**



Provide executive and administrative support to senior leaders in the ATO.

## **Accounting and finance**



ATO jobs in accounting, finance, contracts, procurement and category management.

QC 103579

# **Tax, super, audit and assurance**

ATO jobs in tax assurance/avoidance, audit, compliance, criminal investigations, economics, risk or intelligence.

**Last updated** 16 December 2024

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[Tax, super, audit and assurance work](#)

[Hear from our people](#)

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## **Tax, super, audit and assurance work**

Help shape one of the best tax and super administration systems in the world. You'll work on nationally important projects that help fund critical infrastructure and influence decisions to drive social change.

Our tax professional roles include:

- [Tax avoidance](#)
- [Audit](#)
- [Compliance](#)
- [Criminal investigations](#)
- [Economics](#)
- [Risk](#)
- [Intelligence](#)

### **Tax avoidance**

Detect and investigate tax avoidance or evasion and address harmful behaviour. Use your expertise across trusts, international tax, GST, commercial deals and more.

### **Audit**

Use electronic investigation methodologies and tools to extract and analyse large volumes of financial data. Based on your collection, and

analysis, you'll provide advice to clients, senior executives, and evidence for use in court or disciplinary processes.

## **Compliance**

Take firm action on areas of suspected tax fraud, including intentional overclaiming of deductions and incorrect reporting of income.

## **Criminal investigations**

Investigate major fraud to identify and prosecute alleged offenders of tax avoidance. Progress cases from start to finish, profiling, interpreting intelligence, collecting evidence, and preparing court documents.

## **Economics**

Work at the forefront of monitoring Australia's economy. Assess the performance of the Australia's tax and super systems, including forecasting shortfalls in the tax system. Estimate how our compliance interventions change the behaviour of taxpayers and employers.

## **Risk**

Analyse and interrogate data to identify patterns of behaviour and indicators of risk. Use your knowledge of risk management strategies to deliver behavioural change to protect our tax and super systems.

## **Intelligence**

Identify potential risks and threats to the tax and super systems. Provide informed solutions based on the evaluation of data from internal and external sources. Your work will result in the production of high-profile intelligence strategies and products.

## **Hear from our people**

Hear from our people on what makes their job fulfilling.

## **Meet Amanda, Client Engagement Officer**

Media:Tax avoidance

<http://tv.ato.gov.au/ato-tv/media?v=bd1bdiud5wft8p>

## Meet Jerome, Tax Leader


Media:Audit

<http://tv.ato.gov.au/ato-tv/media?v=bd1bdiud5wft55>

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QC 102934

# Data and analytics

ATO jobs in data analytics, data engineering, data management, data science, revenue analysis or business analysis.

**Last updated** 16 December 2024

## On this page

[Data and analytics work](#)

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## Data and analytics work

Work with one of the largest data collection agencies in the Australian Government. Working with our most critical and fastest growing asset, our data professionals work on interesting and impactful projects. See the potential in data and convert it into breakthrough insights and actions to deliver value for taxpayers, staff, clients, and partner agencies.

Our data and analytics roles include:

- [Data analysis](#)
- [Data engineering](#)
- [Data management](#)
- [Data science](#)
- [Business analysis](#)

## Data analysis

Design and build solutions to solve current and future problems. You'll use data analysis, modelling techniques to address problems and support data-driven decision making.

## **Data engineering**

Design, build and maintain systems to collect, process, and manage large volumes of data efficiently. Collaborating with data scientists and analysts, you'll ensure data pipelines are optimised for reliability, scalability, and performance, enabling robust analytics and insights.

## **Data management**

Manage and govern the data and analytics lifecycle responsible for driving informed and impactful outcomes. Establish and oversee effective data, analytics, and artificial intelligence (AI) governance. You'll drive ethical acquisition, ingestion, use, and sharing of data.

## **Data science**

Use advanced techniques to collect, analyse and interpret vast amounts of data using analytical, statistical, and programming skills. You'll be responsible for mining valuable information from various sources and use insights to drive growth and support the government and community.

## **Business analysis**

Use your interpersonal, analytical, and technical expertise to help implement new technologies and ensure they are designed and created to enhance our business. Your work will improve the integrity of our tax system, improve staff and client experiences, and deliver the right information to support the right decisions at the right time.

## **Hear from our people**

Hear from our people on why their job is fulfilling.

## **Meet Craig, Data Scientist**

Media:Data management

<http://tv.ato.gov.au/ato-tv/media?v=bd1bdiud99po7a>

## **Meet Fardeen, Data Analyst**

Media:Data science

<http://tv.ato.gov.au/ato-tv/media?v=bd1bdiud99pwj7>

## **Meet Dan, Data Engineer**

Media:Business analysis

<http://tv.ato.gov.au/ato-tv/media?v=bd1bdiuryq5a7q>

## **Meet Amy, Data Management Professional**

Media:Meet Craig, Data Scientist

<http://tv.ato.gov.au/ato-tv/media?v=bd1bdiuryq5krs>

## Meet Catherine, Business Analyst


Media:Meet Fardeen, Data Analyst

<http://tv.ato.gov.au/ato-tv/media?v=bd1bdiuryq5utr>

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QC 103581

# Digital and Information Technology

Work in digital, cyber and IT fields such as, analysis, design, forensics, programming, service management or testing.

**Published** 16 December 2024

## On this page

[Digital and Information Technology work](#)

[Hear from our people](#)

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## Digital and Information Technology work

Work with one of the largest information technology (IT) infrastructure application landscapes in the country. Join IT, digital and cyber security professionals working at the forefront of Australian Government technology to develop technical and innovative solutions. You can contribute to high profile contemporary IT projects that benefit all Australians.

Our IT and digital roles include:

- [Information and Knowledge Management](#)
- [IT Database and Data](#)
- [IT Development and Programming](#)
- [IT Procurement/Vendor Relations](#)
- [IT Program and Project Management](#)
- [IT Security](#)
- [IT Service Management](#)

- [IT Strategic Leadership](#)
- [IT Systems Administration](#)
- [IT Systems Analysis and Design](#)
- [IT Systems Integration and Deployment](#)
- [IT Testing](#)

## **Information and knowledge management**

Work with a contemporary information and knowledge management system to accumulate, store, and share knowledge. Your work will play a role in every aspect of our organisation and will:

- promote an environment of collaboration, learning and development
- support employee interactions with clients
- improve organisational capabilities, innovation, and performance.

## **IT database and data**

Play a critical role in managing one of our biggest assets – our data. You'll design, develop, and implement databases and technology strategies across various platforms. Your strategic thinking will ensure we meet business needs now and in the future.

## **IT development and programming**

Design, create, and maintain software solutions. You'll collaborate with stakeholders to identify system needs, write code, and provide technical expertise to address application and infrastructure issues.

## **IT procurement and vendor relations**

Maximise the return on our IT spend and ensure we meet IT business objectives through the procurement of IT goods and services. You'll use your expertise to manage the end-to-end process from security and risk mitigation to contract negotiation and vendor relationships. Enjoy diverse work, covering hardware, software, cloud services and telecommunications.

## **IT program and project management**

Manage IT programs and projects to ensure they are delivered on time and to a high standard. You'll work with stakeholders to address operational and administrative issues and translate information into project plans. You'll use your expertise to align project activities with our broader priorities.

## **IT security**

Protect the data holdings of millions of Australians by strengthening one of the largest and most comprehensive Australian Government data stores.

You could work in the intelligence gathering team, identifying new and emerging cyber threats and working to mitigate them. In cyber security project team, you'll implement new technical solutions, policies, and processes to help meet cyber security requirements set and audited by the Australian Government.

## **IT service management**

Manage the end-to-end delivery of IT services from planning and designing through to the deployment and improvement of IT services. You'll support clients, stakeholders, and service providers. Your work will ensure the right technology, processes and people are in place.

## **IT strategic leadership**

Lead us into the digital future. Provide teams with a clear understanding of how IT influences and shapes business strategy. Drive organisational change, encourage a culture of continual improvement, and support change management.

## **IT systems administration**

Ensure our systems run smoothly. You'll troubleshoot with clients and stakeholders to resolve operational and technical issues. You'll oversee the installation and ongoing management of desktop computers, networks, and servers.

## **IT systems analysis and design**

Play a vital role in enhancing system performance. You'll evaluate business needs and design optimal solutions to fulfill them. You'll ensure our systems are efficient, adaptable, and innovative.

## **IT systems integration and deployment**

Provide expert technical, operational, and procedural advice to stakeholders on application software. You'll be involved in a variety of activities, from preparing build deliverables for production support to the deployment processes. Identify, diagnose, and resolve issues and deliver change releases.

## **IT Testing**

Oversee or undertake testing of the interfaces and systems at the core of our business processing systems. Work to identify opportunities for automation within software processes using scripts that test functionality.

## **Hear from our people**

### **Jimmy, Deputy Commissioner, Strategy and Architecture**

'I am fortunate to work in an organisation where my work truly makes a difference, it's the reason I get out of bed every day. We manage one of the most significant data holdings in the Commonwealth Government and we're building one of the largest and most comprehensive cyber security programs in Australia.'


### **Chris, IT solution Designer**

'I've worked on many exciting projects, that's because IT architects and solution designers at ATO deliver excellent IT solutions time and time again. Working on the largest data migration ever undertaken in the southern hemisphere at the time was one of those projects that stand out. The magnitude of the project and the benefits to customers was huge.'

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[Search current vacancies](#) 

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QC 103582

## Human resources

Work in areas like learning and development, recruitment, payroll, health, workplace relations and workforce planning.

**Last updated** 16 December 2024

### On this page

[Human Resources work](#)

[Hear from our people](#)

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## Human Resources work

Working in human resources (HR) you'll support a high performing, agile and professional workforce focussing on integrity, the right culture, capability, and tools. Be part of something big – working for a large organisation innovating and leading best practice in your field. Work with talented professionals, committed to seeing our organisation working at its best.

Roles in HR include:

- [HR generalist](#)
- [Health and case management](#)
- [Learning and development](#)
- [Payroll](#)
- [Recruitment](#)
- [Workforce planning](#)
- [Workplace relations](#)

## **HR generalist**

Support our people from entry level employees to leaders across the employment lifecycle. Help people access their employment entitlements, support managers and leaders follow and apply legislative and organisational HR policies. You can work in our People Helpline contact centre, support local sites or work as an HR business partner to executives across business areas.

## **Health and case management**

Shape our health, safety, and performance. You'll support our people and leaders to make informed choices about health and safety by providing guidance, tailored advice, tools, and resources. You may work in health and safety, injury prevention, compensation, rehabilitation management, performance management, conduct or conflict management.

## **Learning and development**

Support our people to grow and perform at their best by designing and delivering targeted learning solutions. You'll ensure our people have the skills and knowledge to meet strategic and operational goals now and in the future.

## **Payroll**

Manage and administer our payroll services. You'll update and maintain payroll data and personnel records, process salaries and resolve issues. Your work will ensure staff have access to their employment entitlements.

## **Recruitment**

Collaborate with business areas to guide them through the recruitment process. This includes planning, design, assessment, placement, and onboarding. Your expertise will help implement fair, transparent, inclusive, and modern recruitment practices.

## **Workforce planning**

Design and deliver workforce strategies to meet organisational needs and build a future-ready workforce with the skills to deliver the best client and staff experience.

## **Workplace relations**

Advising on industrial relations matters to deliver positive outcomes and resolve disputes, you'll work with union and employee representatives. You'll negotiate and provide guidance on employment conditions under the Enterprise Agreement, organisation policies, and employment legislation.

## **Hear from our people**

Hear from our people on why their job with us is fulfilling.

### **Abak, HR Officer**

'I've been exposed to many different aspects of HR. I'm constantly challenged to build my knowledge and capabilities. I worked on our current Enterprise Agreement which was rewarding because the outcomes of this work had a positive impact on more than 18,000 employees.'

### **Namrata, Recruitment Officer**

'The most rewarding aspect of my role is building relationships with managers across different business lines to guide them through the

recruitment process. Helping to recruit talented individuals is both a privilege and a service. Knowing that the staff we bring on board contribute to the greater good of our tax system.'

## **Sally, Work Health, and Safety Advisor**

'I've worked over 30 years at the ATO, mostly in HR. I haven't had to look elsewhere because I've always had the opportunity to do diverse, meaningful, and challenging work. I also worked in debt and compliance for 8 years to expand my skillset, but felt drawn back to HR. One of the best things about working in such a versatile organisation is the many available pathways to grow my knowledge and skills. If you're looking to work in a positive environment with countless career paths, I recommend you apply.'


## **Emma, Human Resources Specialist**

'The ATO has taught me skills such as leadership, flexibility, and communication that I will use throughout my career. I am proud of the work I do, such as the ATO Culture Strategy (One Habit at a Time) that we launched across the Australian Public Service. Being able to collaborate, educate and share my expertise across all the different business areas is one of the best aspects of my job.'

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QC 103583

## Law

ATO jobs in litigation, policy design, interpretation, or prosecutions.

**Last updated** 16 December 2024

### On this page

[Legal work](#)

[Hear from our people](#)

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## Legal work

Your legal expertise will result in real change, making a difference to individuals and the community we serve. You'll shape, clarify, and defend critical tax, super and registry systems

Enjoy challenging work and varied career pathways with opportunities to suit your interests and experience. We have roles from entry level to specialist and senior leadership roles.

Legal roles include:

- [Litigators](#)
- [Policy design](#)
- [Law interpretation](#)

- [Specialised law interpretation](#)
- [Prosecutions](#)
- [Lawyers](#)

## **Litigators**

Manage complex litigation and resolve disputes. You'll prepare court documents, and may appear in tribunal proceedings related to tax, debt recovery and administrative law.

## **Policy design**

Design and simplify tax and superannuation policy. Engage with agencies, forums, and stakeholders to identify areas for policy improvement. Use your research, analytical and problem-solving skills to deliver improved public policy outcomes.

## **Law interpretation**

Perform research, risk, and technical assessments, to interpret tax law and provide complex legal advice. Your work may cover various areas of Australian and international law.

## **Specialised law interpretation**

Provide specialised legal advice and guidance in some of the most contentious areas of tax and superannuation law. You'll assess and offer our view or final decision on complex and technical legal matters.

## **Prosecutions**

Shape the direction of prosecutions by establishing strategic partnerships and applying a tactical focus to prosecutions compliance activities. You'll contribute to dispute resolution on complex and sensitive projects or work programs. These may have strategic, political, or operational significance.

## **Lawyers**

Deliver legal advice and resolve disputes to manage our general law legal risks. Guide us through a complex legal landscape, including civil and monetary claims, employment, and commercial law, administrative, privacy and secrecy law, access and information gathering powers and

freedom of information. You'll use your skills to analyse, interpret and apply legislation, policies, practices, and precedents to resolve complex legal issues.

## Hear from our people

Hear from our people on why working with us is so fulfilling.

### Meet Bridgette, Lawyer

Media: Meet Chris, Law Interpretation Manager


<http://tv.ato.gov.au/ato-tv/media?v=bd1bdiudhgo7ft>

**Media:** Meet Bridgette, Lawyer

<https://tv.ato.gov.au/ato-tv/media?v=bd1bdiudhgo7ft>  (Duration: 1:13)

### Meet Chris, Law Interpretation Manager


**Media:** Meet Chris, Law Interpretation Manager

<https://tv.ato.gov.au/ato-tv/media?v=bd1bdiudhgo7r1>  (Duration: 1:04)

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QC 103585

## Marketing and communication

ATO jobs in marketing and communication, digital experience, corporate affairs or media and public relations.

**Published** 5 June 2025

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[Marketing and communication](#)

[Audience teams](#)

[Channel teams](#)

[Tax and super specialist teams](#)

[Hear from our people](#)

[Apply today](#)

## Marketing and communication

Use your marketing and communication skills to empower Australians to manage their tax, registry and super obligations.

Work in an audience or channel team or specialise in a tax or super topic. You'll liaise across marketing and communication and business lines to deliver a wholistic communications approach.

## Audience teams

You can work in a team that communicates with internal or external audiences.

### External audiences

Deliver tailored communication to meet the needs of a wide range of audiences, including:

- multicultural communities
- First Nations peoples
- people with disability
- diverse audiences
- intermediaries
- small businesses
- individuals.

Working with your colleagues in channel teams, your advertising campaigns and communication strategies will make complex information simple and engaging.

## **Internal audiences**

Deliver communication strategies to support internal programs and initiatives that help our people thrive. Your communication will be received by 18,000 staff through channels such as newsletters, corporate announcements, vlogs, speeches and more.

## **Channel teams**

We have a range of different channels we use to deliver our communication.

## **Digital experience**

The digital experience team has produced award winning advertising campaigns and has thousands of visitors to the website, daily.

Collaborate with the marketing team, executives, web and IT team and more to deliver original and innovative digital designs for a variety of communication and advertising campaigns.

## **Media**

Never miss a media moment in our busy media team. You'll respond to media enquiries, train and arrange interviews with media spokespeople, pitch stories, analyse coverage, and cultivate productive relationships with journalists.

You'll collaborate closely with internal business partners as well as colleagues across the marketing communication capability to ensure media coverage is maximised and accurate.

## **Public relations**

Play a crucial role in working with third parties to expand the reach of ATO messages through their channels and networks.

Your stakeholder relationship skills will be critical to working with third parties representing business and industry, tax and finance professionals, and community groups to help Australians understand their tax and super obligations. You'll pitch content, arrange podcast

appearances for ATO spokespeople and respond to requests from third party contacts. You'll also collaborate with colleagues across the ATO to deliver on PR opportunities.

## **Social media**

Create eye-catching content for our social media platforms that make tax and super information engaging.

Deliver communication strategies to build and maintain audience engagement, educate Australians about their tax and super, tackle misinformation, respond to questions and concerns from the public and much more.

## **Tax and super specialist teams**

Collaborate with business areas to deliver communication that simplifies complex information to help Australians understand and manage their tax, registry obligations and super. You could raise awareness of new measures, promote digital self-service, help Australians protect themselves from fraud and scams, and much more. Your expertise will promote fair practices and play a vital role in making the tax and super system efficient and accessible.

## **Hear from our people**

Hear from our people on why working with us is so fulfilling.

### **Dean – Diverse audiences**

As a Communications Manager at the ATO, I'm proud to help ensure tax and super information is accessible to all Australians. I focus on tailored communications for multicultural communities, First Nations peoples, and people with disability. From creating Auslan resources to leading the Tax and Super Basics campaign, I work to make sure everyone can access and understand the information they need.

### **Michael – Social media**

I began my ATO journey in the contact centre in 2013. This led to a team-leader position in the contact centre, before I took on a communications role within the Social media team a few years later. Tax, super and registry systems aren't typically 'fun' topics for most,

however tax is crucial for funding government operations, public services, and societal development. Because of this, it's important ATO social media channels educate and support Australians about tax and super and participate in two-way conversations in a moderated and trusted environment. We're always looking for new ways to create helpful and engaging content, gather insights that inform future work, and provide professional advice to internal stakeholders on strategic communications.

## **Tala – Public relations**

Working with the ATO Public relations team has been an incredibly rewarding experience. I've seen firsthand how our strong third-party relationships help Australians understand their tax and super obligations. Our team acts as a trusted point of contact for a diverse range of stakeholders, including small business and professional associations, industry bodies, local councils, state and federal government agencies, and more. We prioritise their needs, crafting messaging that directly supports them, rather than focusing on mainstream media engagement.


## **Alana – Crime and fraud**

I have been working in the ATO Crime and fraud team for just over 3 years. I started out as an APS5 and quickly progressed to an APS6 within my first year. Since then, I've had the opportunity to act in an EL1 position a few times and have gained valuable insights from these experiences. My team's work helps to provide visibility and build confidence in the Australian community about how we safeguard the system from those seeking to gain an unfair advantage. I get to work on challenging and interesting projects alongside a range of teams. One of my biggest bodies of work was developing a suite of communication products following joint agency warrant activity on an illicit tobacco growing operation. This required me to work alongside internal and external stakeholders to receive real time updates that informed our key messages.

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QC 105036

## Frontline and Client Service

Work in frontline and client service areas, supporting Australians with their tax and super.

**Last updated** 16 December 2024

### On this page

[Frontline and client service work](#)

[Hear from our people](#)

## Frontline and client service work

Working in our frontline and client services roles, you'll be at the heart of what we do. Your work to deliver exceptional client service will benefit all Australians. As part of an energetic and diverse environment, you'll solve problems and make a difference in people's lives.

Frontline and client service area roles include:

- [Frontline services](#)
- [Compliance](#)

### Frontline services

Support Australians with their tax, super and registry obligations. Using a range of platforms, including the phone, you'll:

- guide taxpayers through complex problems to find solutions
- answer tax and super queries with timely and accurate information

- help taxpayers use our digital tools
- provide repayment options
- ensure taxpayers meet their obligations.

## Compliance

Help taxpayers get back on track with their registrations, lodgment, and payment obligations. Take firm action, including legal proceedings, against those who choose not to do the right thing.

You may represent us as a creditor in insolvency matters or provide advice and assurance on complex administrative law and policy issues.

## Hear from our people

Hear from our people on why working with us is so fulfilling.

**Media:** Meet Mr Tony

<https://share.viostream.com/bi9or7ore6spty>  (Duration: 01:00)

### Muhammad, Service Delivery Officer

'In my job, I get to see the direct results of my efforts, which is incredibly rewarding. The autonomy and trust I receive from my superiors allows me to take ownership of my projects and find innovative solutions to problems.

'I appreciate the work-life balance that my job offers. The ATO really invests in staff wellbeing and inclusion. We have a vibrant and diverse

culture that positions every staff member to thrive. Such an opportunity is very rare to find anywhere else.'

### **Floyd, Service Delivery Specialist**

'When speaking to clients I put myself in their position to see the situation through their eyes – that's my secret. Taxes can be daunting for many. I'm the first person clients contact when they have an issue. It gives me the utmost satisfaction when I see them gain clarity and confidence in meeting their tax obligations. I take pride knowing that I have made a difference in someone's financial situation.

'My job involves continuous training and updates on tax laws, policies, and procedures. Besides taxation knowledge, I've learnt a lots of skills from problem solving and analytical thinking to using various IT systems. I tell everyone Service Delivery is the best place to be.'

### **Robin, Service Delivery Specialist**

'One of the most rewarding aspects of being a leader in a contact centre is empowering and supporting my peers and team members to deliver exceptional customer service. I'm able to directly impact the Australian community, promoting self-compliance and enhancing client services. If you're considering joining our service delivery or call centre, know that it's a unique opportunity for growth and meaningful contribution.'


### **Kaitlyn, Service Delivery Specialist**

'It is a positive and supportive environment with really engaged leaders. I enjoy that the work is mentally stimulating, and I continuously learn and develop more skills. It is the most supportive environment I have worked in. They genuinely embrace individuality and encourage career growth. You will learn so much, be supported, and be embraced for who you are.'

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QC 103586

## Executive support

Provide executive and administrative support to senior leaders in the ATO.

**Published** 16 December 2024

### On this page

[Executive support](#)

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## Executive support

Make a difference by supporting your executive, branch, and team to deliver programs and services to the Australian community. Work

independently, and as part of a small team, to solve problems and build strong networks across the ATO and the Australian Public Service (APS).

Executive support roles include:

- [Executive assistant](#)
- [Executive officer](#)

## **Executive assistant**

Be the first point of contact in a senior executive's office. As a skilled communicator, you'll build rapport and deliver a great client experience. You could:

- manage diaries and competing commitments and deadlines
- arrange briefings and events
- assist with budget management
- coordinate travel
- support teams with administrative needs.

Your duties will vary, depending on your area and the needs of your senior executive manager.

To perform your best as an executive assistant, we offer training and support opportunities like:

- support from a dedicated Executive Assistant Relationship Manager when you start
- ongoing guidance and support from an experienced buddy or mentor
- networking opportunities to create professional connections
- access to learning and development through our Executive Assistant Capability Uplift Program.
- the ability to develop your skills further, through opportunities to apply for other administrative roles.

## **Executive officer**

Provide strategic, professional advice and support to our senior executive staff. You'll get to:

- exercise a significant degree of independence
- lead and manage change
- take an active role in the implementation of our strategic direction
- develop and implement agency strategies
- solve complex policy and operation issues

You'll also have the opportunity to build and sustain networks and relationships with a wide range of people, including:

- senior executives
- government agencies
- industry representatives
- ministers' offices.

You can make an impact supporting your branch and team to deliver programs and services to the community.

## Hear from our people

Hear from our people on why working with us is fulfilling.

### **Will, Executive Assistant**

'The most fulfilling aspect of this role is the ability to build robust relationships across the agency. This enhanced my personal brand and has opened doors to future career opportunities.

'What sets the ATO apart is the diversity of business areas, offering unparalleled career development.

'For those considering an executive assistant role at the ATO, stop thinking and start the process. You'll enjoy a rewarding career that contributes significantly to our community and government.'

### **Fiona, Executive Assistant**

'One of the best aspects of my job is the visibility I have into the breadth of work across the ATO. It's inspiring to see the amazing work our teams do to serve the community.

'In my day-to-day work, I've built strong relationships with colleagues across the organisation.

'To those considering joining the ATO as an executive assistant, I'd say it's an interesting and rewarding role. Expect challenges you may not foresee but know that it opens doors to new possibilities. The networks you build will support you throughout your career.'

## **Georgia, Executive Officer**

'I thrive on learning and making meaningful connections throughout the organisation. By observing executive interactions with the leadership team, I've developed an understanding of different working styles and how to communicate with influence. The ATO's broad community impact makes my work fulfilling and visibly significant. I'd tell any prospective executive assistant that the ATO is an outstanding workplace, offering variety and meaningful opportunities every day'.

## **Leisha, Executive Assistant**

'I love collaborating daily with a diverse range of stakeholders. The sense of unity across all levels makes the ATO a unique place to work.


'My communication skills have flourished here, thanks to the supportive learning environment.

'I encourage anyone considering an executive assistant role to get ready for an exciting and rewarding opportunity. No two days are the same, you'll be exposed to lots of interesting and brilliant people who you'll learn a lot from'.

## **Apply today**

Use our [ATO careers portal](#)  to:

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## Accounting and finance

ATO jobs in accounting, finance, contracts, procurement and category management.

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## Accounting and finance work

Working in our finance and accounting roles, you'll support the ATO to meet its financial management responsibilities by providing expert accounting advice and financial insights.

You'll be part of a collaborative and diverse team dedicated to delivering contemporary financial management services. Your

contribution will enable our organisation to meet its commitments to the government and community.

Roles in accounting and finance include:

- [Accounting](#)
- [Finance](#)
- [Procurement](#)
- [Contracts](#)
- [Category management](#)

## **Accounting**

Prepare financial statements, conduct audits, analyse data and produce reports. Your work will ensure the ATO meets statutory and organisational requirements.

Your expert advice on accounting and tax matters and support for new accounting systems will improve operational efficiency.

## **Finance**

Your expert financial management services and advice will ensure informed financial decisions, supporting the effective use of public funds.

You'll implement policies and processes to strengthen government financial management practices.

## **Procurement**

Support procurement activities to ensure the purchase of goods and services is efficient, cost-effective, and compliant with government laws and policies.

You'll develop and oversee procurement planning, probity advice, evaluation of tenders and negotiation of contracts to support the delivery of public services.

## **Contracts**

Manage contracts to ensure suppliers meet their requirements and deliver outcomes that achieve value for money.

You'll build strong relationships with suppliers, monitor contract performance and manage risks.

## **Category management**

Support the procurement of goods and services by identifying opportunities for cost savings and operational efficiency.

You'll develop category-specific procurement strategies through market research and engagement.

## **Hear from our people**

Hear from our people on why working with us is fulfilling and rewarding.

### **Meet Samantha, Procurement Officer**

I've always been drawn to work where I can make a real difference. Working in procurement at the ATO allows me to do that every day. I help make sure public money is spent wisely and fairly, by sourcing the right goods and specialist services to support the ATO's work – and ultimately, the Australian community.

No 2 procurement projects are the same, which keeps the work interesting and rewarding. I've developed strong skills in planning, evaluation, and contract negotiation, all within a framework that focuses on fairness and value for money.

Since joining the APS, I've worked on a wide range of projects. I've learned so much from colleagues who are supportive, collaborative, and committed to continuous improvement.

If you have a passion for procurement and sourcing, enjoy problem-solving and purposeful work, procurement is a deeply rewarding career path.

### **Meet Natalie, Contract Manager**

As a Contract Manager my work ensures that suppliers deliver high quality services that meet the requirements of the ATO and achieves value for money. A big part of my job is working closely with internal stakeholders and suppliers. These strong relationships help the ATO deliver services to the Australian public that align with government policy.

I'm especially passionate about making procurement more inclusive. I've worked to incorporate procurement approaches that focus on supporting more diverse suppliers, including Indigenous-owned businesses, and supported fair briefing practices.

I oversee the performance of panel firms. My work ensures they deliver high-quality services that offer good value-for-money and meet the needs of the ATO and public sector expectations. I also help shape the rules and processes that guide how we manage contracts across the ATO.

A big part of my job is working closely with internal stakeholders and external providers. These strong relationships help us deliver services that meet government goals and respond to changing needs.

For those who are detail-oriented and enjoy working at the intersection of policy, delivering high quality services, and supplier performance, contract management in the ATO is a meaningful and rewarding career choice.


## **Meet Josh, Finance Director**

The most rewarding part of my role is working with business lines to guide them through finance. I get to work closely with business stakeholders to understand their business and ensure they are supported financially. This gives me the opportunity to apply accounting principles in the real-world and contribute to the financial health of Australia's tax systems.

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We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

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