

CAPREC TALENT

NEWSLETTER | OCTOBER 2025

WHAT IS THE CAPREC TALENT?

In a fast-moving market, the CapRec Talent is our way of connecting you with the very best candidates available right now. Each month we hand-select a group of professionals across a range of disciplines and present them to you in a clear, easy-to-read format. Every candidate featured has already been **interviewed** by at least one of our specialist consultants, **reference checked** for accuracy and reliability, and **assessed** for suitability against current market opportunities.

ABOUT CAPITAL RECRUIT

We are a Canberra-based, SME and female-owned recruitment business specialising in corporate recruitment across the Australian Public Service, private sector and not-for-profit sector.

What sets us apart is our specialist focus. Each of our consultants recruits exclusively within their area of expertise – whether that's Marketing and Communications, Accounting and Finance, Human Resources, Corporate Support or Executive appointments – meaning you'll always work with someone who understands your market, your challenges, and your talent pool.

Our approach is transparent, relationship-driven, and outcomes-focused. We're here to provide not only outstanding candidates but also market insights, workforce planning support, and long-term retention strategies

JUMP AHEAD TO TALENT

Click below to jump straight to your preferred page:

- Accounting and Finance
- Administration and Office Support
- Human Resources
- Marketing and Communications
- Policy, Project and Program

CONSULTANT CONTACT DETAILS

Please connect with a consultant to view profiles or discuss opportunities.

- Accounting, Finance & Procurement - Max Welch 0487 884 769
- Administration and Office Support - Janelle Cousins 0488 032 072, Jess Kaur 0482 783 050
- Human Resources & Marketing and Comms - Tanisha Hine 0428 763 184
- Program, Project, Policy, Grants - Janelle Cousins, 0488 032 072

QUICK LINKS

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ACCOUNTING AND FINANCE

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BEHIND THE NUMBERS: MONTHLY MARKET UPDATE

Canberra recruitment market has been stronger than other metro areas. So much so that we are seeing more candidates from interstate getting in touch and expanding their own job search net.

We expect demand to remain steady through to Christmas. We have a mix of candidates available this month, from finance officers all the way up to COO/CFO.



MAX

Finance Manager – ID 64005465

- **Clearance:** Permanent Resident
- **Engagement:** Permanent
- **Location:** Canberra, ACT

Technical finance leader, EOM/EOFY, tax, payroll, cashflow. Managing small ops teams of up to 3 staff. Xero, Oracle, TechOne.

Management/Systems Accountant – ID 59803095

- **Clearance:** Australian Citizen
- **Engagement:** Permanent/fixed term/labour hire
- **Location:** Canberra, ACT

Systems admin with TechOne, Management accounting in NFP and with local government. Excellent communicator, immediately available.

COO/CFO – ID 75523318

- **Clearance:** Australian Citizen
- **Engagement:** Permanent
- **Location:** Canberra, ACT

Senior leader with experience in restructuring. Worked with NFP, commercial and in firms. Including multi-industry complex groups.

TechOne Systems Accountant – ID 72081348

- **Clearance:** Australian Citizen
- **Engagement:** Permanent/fixed term/labour hire
- **Location:** Canberra, ACT

CiAnywhere implementation support. XLOne reporting development and dashboard development in TechOne. Proactive and also a CPA.

FM, FC, FBP – ID 75129001 – ID 75129001

- **Clearance:** Australian Citizen
- **Engagement:** Permanent
- **Location:** Canberra, ACT

Background across hospitality, local government and commercial. Great communicator and leader of complex finance functions.

Finance Officer/Bookkeeper – ID 69475350

- **Clearance:** Permanent Resident
- **Engagement:** Permanent
- **Location:** Canberra, ACT

Audit background from overseas. 18 months local fiancé experience – cashflow, P&L, balance sheet, EOM/EOFY in Xero.

Accountant – ID 75279451

- **Clearance:** 491 Visa Holder – 5 years full WR
- **Engagement:** Permanent
- **Location:** Canberra, ACT

Technical, professionally qualified accountant. Working in leasing/property management/engineering. SAP, Oracle, MYOB.



ADMINISTRATION AND OFFICE SUPPORT

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OFFICE SUPPORT SPOTLIGHT: MONTHLY MARKET UPDATE

Available are a diverse range of high-quality professionals entering the job market, bringing with them deep experience from the private sector, higher education, consulting, and government. These individuals are well-equipped to take on strategic and specialist roles, offering fresh insight and strong technical capability.

In addition, candidates from the not-for-profit and commercial sectors are showing strong potential. They're flexible, fast to adapt, and prepared to make an immediate impact.



JANELLE



JESS

Senior Executive Assistant - ID 74386411

- **Engagement:** Permanent
- **Location:** Canberra

Experienced Senior Executive Assistant (EA) and Office Manager with 20 years of experience supporting CEO's, Council Members and Directors.

Office manager - ID 74471223

- **Engagement:** Fixed term or permanent
- **Location:** Canberra

Highly motivated professional with a decade of experience as a office manager, business manager and executive assistant.

Office manager - ID 73888413

- **Engagement:** Permanent
- **Location:** Canberra

Extensive experience in executive support, HR management and operations coordination across law firms, medical practices & entertainment sector

Senior Executive Assistant - ID 56428369

- **Engagement:** Permanent
- **Location:** Canberra

Results-driven, with extensive experience providing strategic support to senior executives in blue-chip corporate firms and government organisations.

National Operations Manager - ID 75059446

- **Engagement:** Permanent
- **Location:** Canberra

Experienced National Manager overseeing domestic and international operations, coordination of unlawful non-citizen removal, property and cargo movements.

Property / Facilities Manager - ID 64208569

- **Engagement:** Permanent
- **Location:** Canberra

High level professional Property, Facilities and Project Manager. More than 15 years Public Service and Private sector experience

Operations Manager - ID 67550831

- **Engagement:** Permanent
- **Location:** Canberra

High level diverse candidate with experience in the private wealth sector and electoral management experience.

Business Development Manager - ID 73876749

- **Engagement:** Permanent
- **Location:** Canberra

Multiple highly experienced BD and account managers with experience in telecommunications, indigenous, disability and university sectors.



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HUMAN RESOURCES

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HR HIGHLIGHTS: MONTHLY MARKET UPDATE

The HR market continues to be dynamic, with a range of highly experienced candidates looking for a move. Employers have external factors impacting on their ability to recruit (or recruit quickly) so this may be the perfect time to find your next HR expert, while the candidate market is buoyant, if you have approvals to fill a vacancy.

We are working with HR professionals across most specialisations, some with APS expertise and others with highly technical expertise in the commercial, consulting and state government sectors. If you have the flexibility to look at HR expertise, not just with APS or Canberra experience, then there are some gems we can help you to uncover.



TANISHA

HR & WHS Manager - ID 72830698

- **Engagement:** Fixed term or permanent
- **Location:** Canberra

HR and WHS professional skilled in safety systems, return-to-work, recruitment and workforce compliance across multi-site operations.

HR Manager - ID 58751492

- **Engagement:** Fixed term or permanent
- **Location:** Canberra

Strategic HR leader skilled in culture, capability and organisational development across corporate and creative sectors.

HR Administrator - ID 75361439

- **Engagement:** Fixed term or permanent
- **Location:** Canberra

HR officer with experience in onboarding, HR systems, administration and stakeholder support. Cert IV in HR Management.

HR & Change Manager - ID 52120665

- **Engagement:** Fixed term or permanent
- **Location:** Canberra, ACT

Senior HR leader with 20+ years' experience in change management, people strategy, people operations and cultural transformation across sectors.

ER/WR Specialist - ID 55454291

- **Engagement:** Fixed-term or permanent
- **Location:** Canberra

Over a decade of HR senior experience and a strong foundation in workplace and employment law. Ability to work on specialist HR projects and more generalist HR needs.

HR Business Partner - ID 69235499

- **Engagement:** Fixed term or permanent
- **Location:** Canberra

People & Culture officer with expertise in workforce planning, ER/IR, compliance and cultural transformation. Strong retail background.

Senior HR Team Leader - ID 51354673

- **Engagement:** Fixed term or permanent
- **Location:** Canberra

Experienced HR leader with expertise across team management, complex case management and industrial relations across corporate and not-for-profit sectors.

Payroll Officer (NV1 cleared) - ID 72141429

- **Engagement:** Permanent
- **Location:** Canberra

Payroll officer with 5+ years' experience in payroll administration, compliance and financial reporting.



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MARKETING AND COMMUNICATIONS

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FROM THE COMMS CORNER: MONTHLY MARKET UPDATE

August and September marked the busiest months of 2025 for communications recruitment across Canberra, although it appears to be easing now. I anticipate one more surge before Christmas.

Contract roles are still coming through thick and fast, and there are plenty of strong EL1-level contractors available for both short and longer-term projects.

Application numbers remain exceptionally high – particularly for communications positions – which means not every opportunity is being publicly advertised and recruiters are working harder than ever to keep in touch with available candidates to ensure we can move quickly to fill needs, without going to the public.



TANISHA

Events and Comms Officer - ID 75471293

- **Engagement:** Fixed term, contract or permanent
- **Location:** Canberra, ACT

Communications and engagement specialist with 12+ years in infrastructure, government and community relations. **Seeking a part-time position.**

Communications Manager - ID 64245953

- **Engagement:** Fixed term, contract or permanent
- **Location:** Canberra, ACT

Highly skilled in translating organisational strategic objectives into clear, concise marketing communications, including EDMs, brochures, flyers, corporate website

Junior Comms or Research Officer - ID 75357374

- **Engagement:** Fixed term, contract or permanent
- **Location:** Melbourne or Canberra

Graduate with experience in public affairs, research and community engagement, with strong skills in policy analysis and stakeholder communication.

Marketing Manager- ID 75502178

- **Engagement:** Fixed term, contract or permanent
- **Location:** Canberra, ACT

Strategic marketing and communications leader with 20+ years' experience in Defence, FMCG and not-for-profit sectors.

Communications and Events Lead - ID 75283255

- **Engagement:** Fixed term, contract or permanent
- **Location:** Canberra, ACT

Communications and events lead driving community growth, digital engagement and volunteer networks across nonprofit and tech.

Content Lead and Writer - ID 71717059

- **Engagement:** Fixed term, contract or permanent
- **Location:** Canberra, ACT

Content strategist and editor skilled in SEO, tone of voice, research and multi-channel content delivery.

Senior Communications Manager - ID 62775576

- **Engagement:** Fixed term, contract or permanent
- **Location:** Canberra, ACT

Strategic leader skilled in organisational growth, stakeholder partnerships, marketing and communications, delivering social impact.



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PROGRAM, PROJECT, POLICY AND ADVOCACY

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YOUR MONTHLY PPP ROUND-UP: MONTHLY MARKET UPDATE

We have a strong pool of experienced and security-cleared Program, Project, and Policy specialists available for permanent or contract opportunities.

Our candidates bring extensive experience in policy, governance, and program delivery. Many hold active Baseline, NV1, or NV2 clearances, allowing them to quickly integrate into sensitive or high-priority roles.

This on-demand talent pool enables us to respond rapidly to your staffing needs—whether for surge capacity, backfill, or short-term projects—helping maintain continuity, minimise disruption, and support timely delivery of government priorities.



JANELLE

Policy Officer - ID 70511253

- **Clearance:** Baseline
- **Engagement:** Perm or contract
- **Location:** SA

Professional with expertise in finance, analysis, and business partnering, supporting strategic decision-making and process improvements

Program Team Leader- ID 74118691

- **Clearance:** NV1
- **Engagement:** Permanent or contract
- **Location:** Canberra

Applications offering lead in service delivery in the IT sector. Non technical team lead and proven ability to motivate and provide service excellence.

Policy Officer - ID 69267159

- **Clearance:** NV2
- **Engagement:** Perm or contract
- **Location:** Canberra

25 years in strategic planning, policy, and risk management. Skilled in threat assessment and innovative intelligence methods.

Senior Project Manager - ID 70192470

- **Clearance:** Baseline
- **Engagement:** Perm or contract
- **Location:** Canberra

A highly experienced project manager, extensive experience working with academics and high level execs in APS, NFP and NGOs.

Senior Policy Officer - ID 73212339

- **Clearance:** NV1
- **Engagement:** Perm or contract
- **Location:** Canberra

10+ years in policy, program design, and governance across government. Skilled in change management, co-design, and leading cross-sector reforms.

Project Admin and Coordination- ID 70065835

- **Clearance:** NV1
- **Engagement:** Perm or contract
- **Location:** Canberra

Excellent support candidate with a background in cyber security, operations, intelligence, risk and fraud, finance, procurement, EA and secretariat.

Policy Officer - ID 31739488

- **Clearance:** Baseline
- **Engagement:** Perm or contract
- **Location:** Canberra

Experienced policy advisor with a PhD in Education and a strong background in Indigenous affairs, education, and government policy

Project Administrator - ID 72397388

- **Clearance:** Baseline
- **Engagement:** Permanent
- **Location:** Canberra

A skilled professional with a decade of experience in the construction industry. Strong work ethic and a proficient site and contract administrator.



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