



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Division: Strategic Finance

Business Unit: Strategic Finance

Position Title: Director, Finance Systems

Position Number: P34814

Classification: SOGB

Location: 220 London Circuit Canberra City

Last Reviewed: 8 July 2026

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively with government and the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Treasurer, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, intergovernmental relations, and whole of government service delivery. The Directorate is also responsible for delivering a range of whole of government shared services including financial, payroll and HR services.

The Director-General of CMTEDD is also the Head of Service

DIVISION OVERVIEW

The Strategic Finance Division is led by the Chief Finance Officer and is responsible for the financial and budgetary management of CMTEDD and the ACT Executive.

The Division oversees the day-to-day financial management activities such as monthly financial reporting, external and internal budget development, asset and cash management, and capital investment planning and performance. Additionally, the Division is responsible for maintaining the financial policy framework for the Directorate, producing the Annual Financial Statements, maintaining budget and reporting tools (TM1 and PowerBI), and providing financial analysis and advice to the Executive on a range of strategic matters.

POSITION OVERVIEW

CMTEDD Strategic Finance is looking for a new Director, Finance Systems to join our team.

Working with our team of finance professionals you will play a key role in helping us harness the power of financial data and promote the use of software platforms to improve processes. You will lead work to improve our understanding and analysis of financial information to identify better risks and opportunities. You will develop new ways of delivering better insights to budget managers and decision makers on financial performance using Act Government financial information systems. You will also improve the efficiency of our day-to-day activities through better automation and more integrated systems.

If you enjoy unpacking business requirements and developing innovative solutions that strengthen performance, this could be the job for you.

WHAT YOU WILL DO

Under the broad direction of the Financial Controller and Chief Finance Officer, the responsibilities of the Director, Finance Systems include:

1. Managing and delivering key financial and business system development projects;
2. Provision of system development, systems administration and helpdesk support for key business and financial systems;
3. Ongoing system maintenance and development of key systems including the TM1 financial reporting and budgeting system and a Financial Performance and Forecast dashboard in Power BI;
4. Providing responsive and customer focussed services to Strategic Finance and CMTEDD business units; and
5. This position does involve direct supervision of 1, or more staff members, and provides leadership for a team of a total 2, or more members.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Experience in project management and delivery ICT enabled financial and business systems projects.
2. Finance ICT system administration, or power user skills, in one, or more of the following:

- a. Experience with TM1, or similar budgeting or planning tool (Hyperion/AnaPlan/Jedox/Board/budgeting module of a General Ledger, etc) administration, process and rule coding, dimension management, master data management, report development, as examples;
 - b. Experience developing and maintaining Branch or Corporate Power BI solutions, or administrating existing Power BI solutions in an online environment;
 - c. Experience with report management in InsightSoftware - Certent Disclosure Management, or similar applications, to manage the preparation of financial statements and other financial publications.
3. Demonstrated ability to critically analyse and evaluate business requirements and develop solutions to meet business needs.

Behavioural Capabilities

1. Excellent interpersonal skills and demonstrated ability to deliver client focussed ICT services and foster a positive and productive working environment with a strong commitment to continuous improvement.
2. Demonstrated high level written communication skills, the ability to negotiate and liaise at a senior level and build, maintain effective stakeholder relationships and ensure successful operation of service level agreements.
3. Demonstrated ability to meet deadlines and to respond productively to changing requirements and peak business periods.
4. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Compliance Requirements / Qualifications

1. Background checks may be required (for example: Citizenship/Visa/Identity/National Police Check).
2. Tertiary qualifications in an accounting/finance discipline and relevant experience in reporting, budgeting, costings, or audit is highly desirable.
3. CAANZ, CPA Australia or an equivalent membership, or substantial completion of required coursework is highly desirable.
4. This position **does not** require a pre-employment medical.
5. This position **does not** require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director Finance Systems and Process Improvements (position number P34814) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally

Sequential repetitive movements in a short amount of time	Occasionally
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TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never