

POSITION DESCRIPTION

Directorate: City and Environment Directorate (CED)	Position Number: P46138
Agency: Suburban Land Agency	Classification: SOGC
Position Title: Assistant Director, Management Accounting	Last reviewed: May 2025

BE PART OF A GREAT PLACE

Our vision is to create great places where communities thrive.

Through greenfield development and urban renewal, we create experiences and lifestyles that are uniquely Canberran, where everyone feels welcome and at home.

Our developments aim to balance social, economic and environmental benefits for all Canberrans through:

- affordable living
- a safe and healthy population
- social inclusion and diversity
- housing choices
- environmental sustainability.

The Suburban Land Agency (the Agency) was established as a statutory authority under the *City Renewal Authority and Suburban Land Agency Act 2017*. The Agency is regulated by Parts 8 and 9 of the *Financial Management Act 1996*, s50 of the *Planning and Development Act 2007* and the *Public Sector Management Act 1994*.

An independent Board governs our operations.

ABOUT THE BRANCH

The **Finance, Systems & Valuations Branch** (the Branch) is made up of four business units – **Strategic Finance, Commercial Finance, Valuations & Advisory Services** and **Digital Solutions**. Together we deliver:

- Strategic, operational, and financial decision-making support
- Strategic commercial and taxation advice
- Financial governance with a focus on risk mitigation and minimisation
- Internal and external budgeting
- Financial reporting and compliance
- Valuation and advisory services
- ICT strategy, management and administration.

TEAM GOALS

The **Strategic Finance** team delivers the Agency's financial management and accounting services. We are responsible for:

- finance operations including supporting purchasing, payments and land sales settlement processes
- project accounting for property developments
- budget development and forecasting
- financial reporting, including internal, management and statutory reporting.

POSITION DUTIES AND RESPONSIBILITIES

Reporting to the Director, Management Accounting, the Assistant Director's responsibilities include:

- Prepare comprehensive financial feasibilities and undertake in-depth financial analysis of land development, redevelopment, and capital works projects.
- Manage, monitor and review revenue, expenditure and financial performance reporting on a regular basis.
- Analyse and identify risks and develop associated financial risk management plans and undertake regular risk reviews for all projects.
- Prepare and provide monthly financial reports and reviews for the Board and Executive Management team.
- Undertake regular formal reviews of project performance in conjunction with the project teams.
- Mentor, teach and lead junior staff, including interns and other short term placements within the management accounting team.
- Building effective relationships with internal and external stakeholders.
- Other ad-hoc tasks as required.

PROFESSIONAL/TECHNICAL SKILLS AND KNOWLEDGE

- Proven high-level experience in ability to critically analysing, evaluating and reporting results in relation to costs, budgets and return on investments accounting and financial policy advice and support within a corporate finance team.
- Demonstrated ability to critically analyse, evaluate and report results in relation to costs, budgets and return on investments.
- Demonstrated high level written communication skills and ability to negotiate and liaise at a senior level and to exercise judgement and make well informed decisions on related matters.
- Proven ability to manage workload priorities within a small team, work to multiple deadlines and deliver high quality outputs under pressure.
- Demonstrated excellent oral and written communication skills to cohesively convey technical financial matters and to build and maintain effective stakeholder relationships.

BEHAVIOURAL CAPABILITIES

- Proven ability to work as part of a team and contribute to a positive team culture
- Demonstrated understanding of and commitment to the implementation of Respect Equity and Diversity (RED), participative work practices and Health and Safety (WHS).

HIGHLY DESIRABLE

- Membership or progression toward membership of a professional body (eg. CPA Australia, CAANZ) would be an advantage.

WORK ENVIRONMENT DESCRIPTION

We are committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

Below is an indication of the frequency of fundamental requirements of the position:

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	Occasionally
The position in an activity-based work environment	
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
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 (ADOs)	Never
Peaks and troughs	Occasionally
Frequent paid 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	Occasionally
MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never
TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never
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