CRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Division: Strategic Finance

Position Title: Senior Finance Officer, Assets and Capital Works

Position Number: P10886

Classification: ASO6

Location: Canberra City

Last Reviewed: August 2026

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with 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 support.

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

DIVISION OVERVIEW

The Strategic Finance team is led by the Chief Financial Officer and is responsible for the financial and budgetary management of the Chief Minister, Treasury and Economic Development Directorate (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

The Senior Finance Officer, Assets and Capital Works is responsible for providing specialist financial management, analysis, and reporting services relating to the CMTEDD's asset portfolio and capital works program. This role supports effective stewardship of physical assets through accurate asset accounting, capitalisation processes, depreciation management, and compliance with relevant accounting standards, policies, and legislative requirements.

You will also play a key role part of a collaborative finance team in supporting whole-of-Directorate reporting processes, including contributing to the preparation of the Annual Financial Statements, while ensuring compliance with relevant accounting standards and policies.

The role offers opportunities to be involved in improving reporting processes and systems, with strong support from the team. You will work in a positive environment that values work–life balance while maintaining high-quality outcomes.

There is a strong focus on professional development, with opportunities for Territory-supported study, as well as informal coaching and mentoring. You will also have opportunities to build your technical expertise and contribute to a culture of continuous improvement within the team.

WHAT YOU WILL DO

1. Coordinate asset and capital works accounting activities including asset acquisitions, disposals, transfers, depreciation, impairment assessments, and capitalisation of completed projects.

2. Assist in coordination of asset valuation processes and ensure compliance with relevant accounting standards, legislative requirements, and organisational policies.

3. Provide technical guidance and support to finance and operational staff on asset accounting and capital works management practices.

4. Prepare monthly financial reports including journals and reconciliations, account analysis and variance explanations, monthly asset and capital works reporting, monthly and quarterly Treasury financial reporting, notes to the annual financial statements and other reports as required.

5. Undertake high level financial analysis, business improvement and ad hoc projects as required, produce work with a high level of accuracy and manage conflicting tasks to meet deadlines with limited supervision.

6. Lead the preparation of fortnightly cash drawdowns and associated financial reporting. Provide support to business units to assist them with their financial analysis, financial processing and queries.

7. Support internal and external audit processes, including preparing workpapers and coordinating supporting documentation.

8. Use a number of systems, including Microsoft Excel, TM1, Oracle, GBMS and Certent Disclosure Management (CDM) to extract, analyse and present financial data.

9. Undertake other duties that contribute to the effective and efficient operation of the Strategic Finance Division.

10. This position does not involve direct supervision and training of staff.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

1. Demonstrated experience working in financial management including the preparation of monthly reports and accrual annual financial statements in accordance with Australian Accounting Standards.

2. Demonstrated understanding and ability to interpret and apply Australian Accounting Standards, public sector legislation, Territory Financial Policies and financial management frameworks.

3. Demonstrated analytical, problem-solving and investigative skills, with the ability to interpret complex financial information, identify issues and deliver accurate, timely outcomes.

Behavioural Capabilities

1. Well-developed organisational skills, including the ability to manage competing priorities, meet deadlines and deliver quality outcomes with limited supervision.

2. Well-developed communication and stakeholder engagement skills, with the ability to build productive working relationships and provide professional advice to a diverse range of stakeholder.

3. Demonstrated ability to work independently and collaboratively within a team environment, managing competing priorities and contributing positively to team objectives and continuous improvement initiatives.

Compliance Requirements/ Qualifications

1. Tertiary qualifications in Accounting, Commerce, Finance or a related field along with professional membership of CPA/CAANZ are desirable.

2. Previous experience working with complex spreadsheets and financial management systems, in particular TM1, Oracle and CDM, would be an advantage but not essential.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Finance Officer 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

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