POSITION DESCRIPTION

Organisation:	Long Service Leave Authority (ACT Leave)	**Position number:**	P41800
Business unit:	Enterprise Enablement	**Classification:**	Senior Officer Grade C
Position title:	Assistant Director, Finance	**Location:**	Bruce ACT
		Last reviewed:	July 2026

Who we are

The Long Service Leave Authority (ACT Leave) is a Statutory Authority of the ACT Government responsible for the administration of portable long service leave benefit schemes for covered industries within the ACT.

Our vision is to make portable long service leave universally understood and recognised as an important and accepted part of the employment landscape. Our activities are determined by the *Long Service Leave (Portable Schemes) Act 2009,* and we are governed by a Board of Directors appointed under the legislation. ACT Leave is led by the Chief Executive Officer and Registrar, supported by an Executive Team.

ACT Leave provides staff with flexible working arrangements and access to a range of roles and professional development and training opportunities tailored to their career goals and ambitions. Our values: Responsive, Reliable, Approachable, Transparent, and Informative, are at the core of our organisation. We display these values in everything we do, to deliver quality customer service outcomes, exhibit teamwork, be proactive and willing to continuously improve, be outcome focused, accountable for our actions and promote and maintain public confidence in our work.

For more information about ACT Leave, visit our website https://actleave.act.gov.au/.

About your team

The Finance Team is responsible for the financial management, reporting and stewardship functions that underpin ACT Leave's operations. The team leads budgeting and financial planning, statutory and regulatory financial reporting, financial audits, accounts payable/receivable, investment management, treasury and reconciliation processes and the integrity of ACT Leave's financial systems. The team supports the Senior Director, Enterprise Enablement, the Chief Executive Officer and the Board to ensure ACT Leave meets its statutory financial obligations and maintains a sound financial position to support the long-term viability of established portable long service leave schemes.

Your contribution

The Assistant Director, Finance reports the Director, Finance to deliver ACT Leave's operational responsibilities underpinning the finance function including budgeting, financial reporting, accounts and reconciliation processes and financial systems administration. Reporting to the Director, Finance, this role is accountable for the day-to-day management of finance operations and for supervising the work of finance staff within the team.

The Assistant Director, Finance operates with a moderate to high degree of autonomy in managing operational financial matters, exercising sound judgement and escalating complex, sensitive or strategic issues to the Director, Finance. This role may act in place of the Director, Finance during periods of absence.

Financial operations and reporting

- Manage the day-to-day operations of the Finance Team including accounts payable/receivable, treasury and reconciliation processes.
- Support the preparation of statutory financial statements, annual reports and regulatory financial returns in accordance with relevant accounting standards and legislation.
- Coordinate the annual financial audit process and support the delivery of, and reporting against, relevant internal audits in accordance with the Internal Audit Plan.
- Support the preparation of ACT Leave's annual budget through the Statement of Intent and ongoing monitoring of assets, budgets and forecasts.
- Support the provision of scheme data and information to ACT Leave's appointed actuaries to support the preparation of actuarial valuations and reports.
- Assist in monitoring the investment of ACT Leave's scheme funds in accordance with the Investment Plan.
- Manage ACT Leave's financial systems, financial delegations and associated processes to ensure data integrity and efficient financial operations.

Financial advice and stakeholder support

- Support the Director, Finance in providing financial advice and analysis to the Chief Executive Officer, Executive Team and Board.
- Contribute to the preparation of Board and Audit and Risk Committee papers relating to financial performance, budget variance and financial risk.
- Support compliance with ACT Government financial management requirements across ACT Leave.
- Contribute to the development of clear, accessible financial information for ACT Leave's clients in collaboration with the Operations Portfolio.
- Liaise with internal and external stakeholders, including auditors and actuaries to support financial reporting and risk management.
- Support the annual benchmarking process providing financial data and analysis as required.

Capability building and organisational leadership

- Provide day-to-day leadership and supervision to finance staff, including performance management, coaching and skills development.
- Contribute as a member of the Enterprise Enablement team to broader organisational planning and continuous improvement initiatives.
- Support the development and maintenance of financial policies and procedures relevant to the delivery of finance services across ACT Leave.
- Contribute as a member of ACT Leave’s Leadership Team to support effective whole of organisation operations and cross-team collaboration.
- Model public service values, including the ACT Public Sector Code of Conduct, demonstrate commitment to fostering respectful, equitable, diverse, inclusive and culturally safe workplaces, and workplace health and safety principles and practices.

Our ideal candidate

Professional / Technical Skills and Knowledge

1. Demonstrated experience in financial management including budgeting, statutory reporting and financial risk management, ideally within a government, statutory authority or regulated environment.
2. Strong technical accounting knowledge including relevant Australian Accounting Standards and financial compliance frameworks.
3. Demonstrated experience supervising or leading a small team.
4. Strong analytical and problem-solving skills with the ability to interpret financial data and prepare clear advice.
5. Good stakeholder management and communication skills, including experience preparing material for senior leaders.
6. Sound understanding of ACT Government financial management and accountability frameworks.

Behavioural Capabilities

This role requires capabilities consistent with the Manager/Expert/Specialist level in the ACT Public Service Shared Capability Framework and the expectations of a senior leader operating in a small, high-accountable organisation. The following capabilities are essential to success in the role:

Capability	What this looks like in this role
Service Alignment (Service Delivery)	Supports the delivery of financial systems, processes and reporting that are aligned to ACT Leave's priorities, considering the impact of financial decisions on organisational outcomes. Monitors financial and business effectiveness measures across the finance function. Takes a proactive approach to financial service delivery to support good outcomes for the organisation and its stakeholders.
Achieves Results with Integrity (Achieves Results with Integrity)	Establishes clear financial goals, budgets and performance expectations for finance officers, addressing capability gaps in the delivery of financial outcomes. Models ethical financial practice and manages potential conflicts of interest. Reviews financial processes to support the efficient allocation of resources within budget.
Community/Stakeholder Relationships (Teamwork)	Engages internal and external stakeholders in financial planning and reporting activities. Supports shared understanding of ACT Leave's financial position across the organisation. Contributes to a collaborative and respectful culture within the Finance Team.
An Agile and Responsive Workforce (Thinking and Innovating)	Supports a finance function where staff feel confident to raise ideas and improve existing processes. Reconciles conflicting or incomplete financial information and confirms data sources are reliable to support evidence-based financial advice. Contributes to strategies that improve financial management and reporting practices across ACT Leave.
Leadership (Leadership)	Builds the capability of the Finance Team to use data and evidence in day-to-day decision-making, taking ownership of outcomes and supporting colleagues to resolve issues.

Qualifications and other requirements

Highly Desirable

- Tertiary qualification in accounting, finance, commerce or related discipline.
- Membership of CPA Australia, Chartered Accountants Australia and New Zealand or an equivalent, recognised professional accounting membership.

Preferred

- Demonstrated experience working within or alongside government, statutory authorities or regulatory bodies.

Work environment description

The following work environment description outlines the inherent requirements of the role of Assistant Director, Finance (Position Number: P41800) and indicates how frequently each of these requirements would be performed. Please note that ACT Leave is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

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

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	Never
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)	Never
Working outdoors	Never

Manual handling	Frequency
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

Travel	Frequency
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Never
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	Never
Exposure to potentially distressing case material	Never

Other	Frequency
Uniform required	Never
Personal Protective Equipment (PPE) required	Never