



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Group: Revenue Management

Business Unit: Support

Position Title: Senior Finance Officer

Position Number: P33416

Classification: ASO6

Location: Hybrid – combination of work from home and 220 London Circuit 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 Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

The ACTPS is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well as demonstrate the related signature behaviours.

GROUP OVERVIEW

Revenue Management is responsible for providing advice on revenue and taxation administration; management of the Territory's taxation base including the development of revenue and taxation legislation; compliance activities; debt management; administering the Territory's rates and land tax including valuations, remissions and rebates (pensioners); administering concessions and grants in the ACT; and administering the Home Loan Portfolio. The Commissioner for ACT Revenue is a statutory position appointed, under the *Taxation Administration Act 1999*, by the Treasurer.

BUSINESS UNIT OVERVIEW

The Support Unit provides financial, corporate governance and policy advice, strategic planning, fulfils annual reporting requirements and maintains all legislation relating to ACT taxes; provides advice relevant to open access information under s23 of the *Freedom of Information Act 2016*. The unit is also responsible for undertaking budget projections and

adjustments relating to territorial revenue and expenses; ACTRO financial report; audit activities and liaison with internal and external stakeholders, including the Auditor-General's Office and the ACT Insurance Authority.

POSITION OVERVIEW

The Senior Finance Officer is responsible for preparing financial statements, reports, reconciliations and all other associated correspondence for both internal and external stakeholders. Additionally, the role is responsible for assisting the Assistant Director, Finance with the preparation and monitoring of budgets and forecasts, as well as providing high level technical financial advice to address and resolve complex accounting issues related to business requirements.

DUTIES/RESPONSIBILITIES

The Senior Finance Officer is responsible for:

1. Preparing and coordinating timely, accurate, and relevant accrual-based financial statements, financial management reports, and associated correspondence for internal and external stakeholders.
 2. Reconciling, analysing, and validating financial data and reports to ensure accuracy and compliance.
 3. Supporting the development, monitoring, and reporting of internal and external budgets, forecasts, and financial plans.
 4. Applying technical accounting expertise to identify, investigate, and resolve accounting issues arising from business operations and requirements.
 5. Maintaining a contemporary understanding of Australian Accounting Standards, undertaking financial research and analysis, and providing recommendations to address financial management issues.
 6. Building and maintaining effective working relationships with internal and external stakeholders to support financial management objectives.
 7. Contributing to the development, review, and continuous improvement of financial processes, policies, and procedures to enhance the quality, efficiency, and timeliness of financial information.
 8. Supporting organisational change initiatives and undertaking other duties as required.
 9. Coordinating and overseeing the day-to-day activities of allocated staff, setting priorities, and monitoring workflow to ensure accuracy, efficiency and the timely achievement of key performance objectives.
- This position does involve direct supervision of staff.
 - This position does not require a Working with Vulnerable People Check.

Note: Occupants may be rotated to other positions at the same level within the Revenue Management Group, as required.

SELECTION CRITERIA

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

Professional / Technical Skills and Knowledge

1. Demonstrated experience in preparing accrual-based financial statements, budgets, reconciliations and management reports within a cost recovery or government financial environment, applying accounting standards, financial legislation and contemporary public sector financial management practices to support effective decision-making and compliance.
2. Proven experience using financial management systems and reporting tools, including Oracle, TM1 and advanced Microsoft Office applications, particularly Excel, to produce accurate financial analysis and reporting that meets business and statutory requirements.
3. Highly developed analytical and problem-solving skills, with the ability to identify financial issues, assess risks and impacts, and develop practical solutions that support organisational objectives.

Behavioural Capabilities

4. Strong organisational and time management skills, with the ability to plan and prioritise workloads, manage competing deadlines, adapt to changing business requirements, and deliver quality outcomes while monitoring progress against objectives.
5. Demonstrated ability to supervise and develop staff through effective workflow management, priority setting, delegation, coaching and performance development, while fostering continuous improvement, innovation and a positive team culture.
6. Highly developed verbal and written communication skills, with the ability to explain complex financial information to diverse audiences, build productive working relationships, negotiate effectively and influence stakeholders at all levels to achieve business outcomes.
7. Demonstrated understanding and commitment to the ACTPS Code of Conduct and ACTPS Values of Respect, Integrity, Collaboration and Innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

QUALIFICATIONS/REQUIREMENTS

1. Tertiary qualifications in accounting/finance are highly desirable.
2. Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA desirable.
3. Experience providing financial management, reporting and budget functions in a government or public sector taxation/revenue management environment are highly desirable.

Further information on working at CMTEDD can be found at:

http://www.jobs.act.gov.au/data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Finance Officer (Position Number P33416) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD 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	Never
Designated workstation	Frequently
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 (ADO's)	Never
Peaks and troughs	Occasionally
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)	Never
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	Never
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	Occasionally
Exposure to potentially distressing case material	Never
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never