CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position: Senior Director, Financial Controller

Classification: Senior Officer Grade A (SOGA)

Position number: P44855

Division: Strategic Finance and Business Operations

Branch: Strategic Finance

Business unit: Financial Reporting and External Budgets

Location: 480 Northbourne Avenue, Dickson

Reports to: Executive Branch Manager, Chief Financial Officer

Date last reviewed: November 2026

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

Strategic Finance and Business Operations

The Strategic Finance and Business Operations Division is a fast-paced work environment with direct responsibility for: financial management and reporting; strategic finance; capital works reporting; strategic asset management; procurement, grants and contracts; insurances and claims; facilities, fleet and sustainability. Being part of this fantastic team gives you visibility of the financial and other corporate services the Strategic Finance Division provides to the directorate, with a breadth of work that is diverse and interesting.

The Strategic Finance and Business Operations Division is a newly established division focused on building, collaborative and people-centered culture, while partnering with business areas to deliver effective, sustainable outcomes for the community.

BRANCH OVERVIEW

Strategic Finance

The Strategic Finance Branch sits within the Strategic Finance and Business Operations Division and is responsible for facilitating the management of the Directorate's budget and providing financial advice to Ministers, the Executive Leadership Group, Executives and line managers. The Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and coordinating the Directorate's budget and financial processes. The Finance Branch works closely with Shared Services to provide financial services, accounting and reporting capabilities for the Directorate.

BUSINESS UNIT

The Financial Reporting and External Budgets team is responsible for:

- Maintaining the integrity of the Directorate's general ledger, balance sheet and financial control environment.
- Leading monthly and year-end financial close, statutory financial reporting, Treasury reporting, appropriation drawdowns, cash flow forecasting, external budget submissions and financial compliance activities.
- Overseeing accounts receivable, accounts payable, taxation, banking, journals, reconciliations and the resolution of complex accounting matters in partnership with the Shared Services.
- Designing, implementing and monitoring financial policies, delegations, systems, processes and internal controls, including oversight of Oracle and TM1 administration.
- Leading the Directorate's external budgeting function, including the preparation and quality assurance of budget papers, financial statements, estimates, costings, technical adjustments and submissions to ACT Treasury, and ensuring alignment between budget, accounting and reporting frameworks.
- Coordinating the preparation of the Directorate's annual financial statements and managing the external audit process, including the timely resolution of audit findings.
- Providing authoritative technical accounting and external budget advice, coordinating responses to Treasury and supporting executives through government budget and estimates processes while building financial capability across the Directorate.

POSITION PURPOSE

The Senior Director, Financial Controller is the Directorate's lead officer for financial accounting, statutory reporting, external budgeting and financial control. Reporting to the Executive Branch Manager, Chief Financial Officer, the role is accountable for the integrity of the general ledger and balance sheet, the quality and timeliness of the Directorate's financial statements and Treasury reporting, and the effectiveness of the financial control environment. The position leads the Financial Reporting and External Budgets functions, including financial accounting, fixed assets and capital works accounting, external budget reporting, cash and appropriation management, taxation and TM1 administration. The role provides authoritative advice to the Chief Financial Officer and senior executives, drives improvement in systems and processes, and manages key relationships with ACT Treasury, the ACT Audit Office and Shared Services.

DUTIES / RESPONSIBILITIES

Lead the Directorate's financial accounting, external budgeting and control functions, setting priorities, allocating resources, developing staff capability and ensuring delivery of accurate and timely outputs across statutory reporting, fixed assets, capital works accounting, external budgets, cash management and systems administration.

1. Own the monthly, quarterly and annual financial close processes, including the integrity of the general ledger and balance sheet, review of journals and reconciliations, analysis of financial results, certification of financial information, and reconciliation of actual and forecast results to the Directorate's budget and forward estimates.
2. Lead preparation of the Directorate's annual financial statements and associated working papers, accounting position papers and quality assurance processes; manage the external audit relationship and coordinate timely responses to audit requests and findings.
3. Lead the Directorate's external budget program, including development and review of budget papers, forward estimates, technical adjustments, costings and new policy proposal financial information; coordinate submissions and responses to ACT Treasury and support executive and ministerial briefing.
4. Provide authoritative technical accounting, financial reporting and external budget advice to the Chief Financial Officer, Executive Leadership Group and business areas, including advice on complex transactions, Australian Accounting Standards, ACT Government budget and financial policy, appropriation arrangements and legislative obligations.
5. Oversee financial systems and reporting tools, including Oracle and TM1, and lead improvements to data quality, budget modelling, automation, reporting capability and end-to-end financial processes. Ensure external budget information is supported by robust assumptions, reconciled to accounting records and forecasts, and subject to appropriate governance and quality assurance. Build productive relationships with ACT Treasury, the ACT Audit Office, the Shared Services and internal stakeholders, and maintain records in accordance with the Territory Records Act 2002.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

Skills

- Demonstrated senior-level experience leading financial control, financial accounting and external budgeting functions in a large and complex organisation, with accountability for statutory reporting, financial close, balance sheet integrity, audit delivery, budget submissions, forward estimates and internal controls.
- Highly developed stakeholder management and communication skills, with the ability to influence senior leaders, build effective relationships with ACT Treasury and auditors, and translate complex accounting and budget matters into clear executive and ministerial advice.
- Demonstrated leadership capability, including setting direction, managing high-risk and competing priorities, developing high-performing teams in changing environments and delivering accurate outcomes within immovable statutory, Treasury and government budget deadlines.

Knowledge

- Highly developed knowledge of Australian Accounting Standards, financial management legislation and government budget frameworks with a proven ability to resolve complex accounting and budget issues and provide authoritative advice to executives.
- Understanding of accrual accounting and budgeting with the ability to train and lead others in these

Behaviour

- Demonstrated ability to improve financial systems, budget models, processes and controls, including experience with enterprise financial management information systems such as Oracle and multidimensional planning and reporting tools such as TM1.
- Commitment to ACTPS values of Respect, Integrity, Collaboration and Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

1. Relevant tertiary qualifications in accounting, commerce, finance, business or economics are highly desirable.
2. Membership of, or progress towards, a professional accounting qualification (CA ANZ, CPA Australia or equivalent) is desirable.

ACT Government

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

CED will lead by example through good work design and promoting a culture and environment that values, supports and promotes the health, safety, and wellbeing of ACTPS employees and, in turn, the ACT community.

As CED employees, we all have responsibilities under the Work Health and Safety Act 2011 to take all reasonably practicable steps to ensure that we do not do anything that creates, or increases, a risk to the health and safety of others.

A flexible, activity-based workplace with a creative and collaborative office environment and access to flexible working arrangements, subject to operational requirements. Current arrangements generally include three days per week in the office.

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 ***The position in an activity based work environment***	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	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	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	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