

POSITION DESCRIPTION – DIRECTOR FINANCIAL REPORTING – ENABLING OPERATIONS

Directorate: City Renewal Authority	Position Number: P69480
Business Unit: Business Operations	Classification: SOGB
Position Title: Director Financial Reporting	Last reviewed: August 2026

CITY RENEWAL AUTHORITY

The City Renewal Authority (City Renewal) leads the transformation of the City Renewal Precinct, which spans Dickson, Northbourne Avenue, Haig Park, Civic and Acton Waterfront. Our objectives are set out in the *City Renewal Authority and Suburban Land Agency Act 2017* and include:

- the encouragement and promotion of a vibrant city through the delivery of design-led, people-focussed urban renewal
- the encouragement and promotion of social and environmental sustainability
- operational effectiveness, delivering value for money using sound risk practices.

Our strategies to achieve these are set out in our [2025 Strategic Plan](#) and the [City Precinct Renewal Program](#), and our success is measured by:

- a revitalised City Renewal Precinct that is sustainable, liveable and attractive
- a diverse and active residential population that has a strong sense of community
- the take-up of economic and business incubation opportunities for enterprises, small start-ups and creative people.

We are both excited and challenged by the opportunity to support the liveability of Canberra through a renewed precinct.

We advocate, facilitate, collaborate, influence, and bring ideas and excellence to the renewal of some of the most important and cherished places of our city.

The City Renewal Authority is a ‘for-profit’ Territory Authority.

OVERVIEW

What we do

City Renewal delivers design-led, people focussed urban renewal projects in the designated City Renewal Precinct, which encourage and promote social and environmental sustainability. We consult with the community, business, and government to deliver new places within the precinct that are of exemplary design quality, excite interest and participation, and attract new investment.

Who we are

We are a diverse and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

Our organisation is committed to innovation and creativity, and we aim to display this through the delivery of exciting urban renewal projects in the City Renewal Precinct. We are motivated, hard-working and collegiate in our approach to our work.

What we offer

- ✓ Challenging and fulfilling projects where you can see the direct results of your own work.
- ✓ A high level of support from an experienced team of professionals
- ✓ A flexible workplace in a newly renovated office.
- ✓ Career progression in a unique forward thinking ACT Government organisation.

The team you will work in

Within the wider Enabling Operations Team, the Finance Team is a small high performing team that is responsible for partnering with the business to support strategic, operational and financial decision making. The team provides strategic financial advice to the Executive Leadership Team and the Board and ensures the day-to-day financial management of the agency including, but not limited to: annual and monthly financial reporting, external and internal budgets, taxation and other statutory reporting, cashflow management, project accounting and accounting for the agency's land release and capital works programs.

The team is responsible for leading and managing financial governance across the agency with a strong focus on continual business improvement.

As part of the team, you will have the opportunity to broaden your skills, gain a strong understanding of the working of the agency and contribute visibly within City Renewal. You will operate with autonomy and trust as you deliver tasks and projects that support the realisation of City Renewal's work.

POSITION OVERVIEW

Reporting to the Chief Finance Officer, the Director Financial Reporting is responsible for providing strategic finance reporting, advice and services to the City Renewal Authority. Responsibilities include:

- Lead the accurate and timely delivery of the annual financial statements in compliance with relevant accounting standards, policies and legislation.
- Oversee the agencies taxation obligations relating to National Tax Equivalent Regime, payroll tax, GST, FBT and BAS.
- Asset management
- Manage financial policies including development, implementation and monitoring, ensuring compliance with legislation, accounting standards, professional ethical standards, guidelines and policies and ensure that statutory reporting requirements are met.
- Support the delivery of the annual and monthly budgets including preparation, forecasting and analysis of monthly reporting to inform stakeholder decision making.
- Provide timely advice and high-level briefings to the Executive Leadership Team, the Board and its Committees.
- Develop and maintain effective internal and external stakeholder relationships
- Direct and mentor staff, with a focus on continuous improvement
- Other duties as directed by the Chief Finance Officer.

SELECTION CRITERIA

Professional/Technical Skills and Knowledge

1. Demonstrated experience in leading and preparing accrual based monthly and annual financial statements.
2. Demonstrated ability to prepare and analyse financial accounting information and undertake financial performance reporting including forecasting and cashflow management.
3. Demonstrated ability to interpret and apply accounting and financial policies and procedures and comply with Treasury guidelines, statutory reporting and other legislation requirements and timeframes.
4. Strong attention to detail and accuracy, particularly with numerical financial information.

Behavioural Attributes

5. Demonstrated ability to lead and support a team, work autonomously, manage workload priorities, coordinate multiple deadlines with accuracy, and deliver quality outputs under pressure.
6. Highly developed written and interpersonal skills, including the ability to liaise with staff, Board members and Executives.
7. Understanding of and commitment to the implementation of Respect, Equity and Diversity (RED), participative work practices and Work Health and Safety (WHS).

QUALIFICATIONS / WORK EXPERIENCE

- Possession of tertiary qualifications in accounting or commercial business management with a substantial accounting/financial management component is essential.
- Experience in the use of complex spreadsheets and financial management systems such as TM1 is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of the Director Financial Reporting (PN69480) 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	Occasionally
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
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)	Never
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+	Never
Climbing	Never
Reaching	Never
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	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	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required: - Steel capped shoes - High visibility vest or clothing	Occasionally