



POSITION DESCRIPTION

Directorate: Justice and Community Safety

Position Number: P43778

Division: Corporate

Classification: Senior Officer Grade C (SOC)

Business Unit: Strategic Finance

Location: 220 London Circuit, Canberra City
Ngunnawal Country

Position Title: Assistant Director, Budgets

Last Reviewed: 29/09/2026

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister



- Attorney-General
- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

DIVISION OVERVIEW

The Chief Operating Officer (COO) oversees the delivery of corporate business functions through JACS Corporate.

JACS Corporate is a client-focused group that provides support and strategic advice to business units and partners with them to deliver on the Directorate's strategic and operational objectives.

JACS Corporate comprises:

- Communication and Engagement
- Governance and Business Improvement
- Capital Works and Infrastructure
- People, Culture and Safety
- Strategic Finance
- Chief Information Office
- Office of the Chief Operating Officer

BUSINESS UNIT OVERVIEW

Reporting to the Chief Finance Officer the Strategic Finance function is customer-focused and highly motivated to provide excellence in a broad range of functions including budgets, budget strategies, performance measures, financial and non-financial reporting to management and external parties, financial statements, procurement advice and support and other specific management accounting issues.

Strategic Finance Unit provides budgeting and financial reporting and procurement advice to internal and external clients and stakeholders including the Ministers, agencies within the Directorate's portfolio, senior management and Executives. The unit undertakes strategic financial management, budget preparation and performance, and procurement support and advice.



The unit is responsible for the analysis of current and emerging economic and financial issues, assisting in the development of the Directorate's budget strategy and specific budget proposals, providing advice on financial performance and trends, and assisting managers with business specific financial and procurement needs. Strategic Finance also undertake day-to-day accounting, management reporting and analysis on capital and operating expenditure, performance indicator reporting, annual financial statement and other reporting activities to meet the needs of agencies and external reporting obligations which includes ACT Treasury reporting requirements and other reporting.

The Australian Capital Territory Public Service (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 demonstrate the related signature behaviours.

POSITION OVERVIEW

The Assistant Director, Budgets will be a motivated individual who will undertake a range of accounting and financial activities including internal and external budgeting and capital and financial management reporting. The Assistant Director, Budgets will proactively assist in providing accurate and timely financial information and budget advice, reporting and analysis of performance as well as assisting the team to prepare regular Treasury reporting, and other monthly management reporting.

The Assistant Director, Budgets may also be required to assist with budget processes as well as financial statement processes and annual report requirements.

The Assistant Director, Budgets will regularly liaise with Business Units and Treasury in order to complete reporting and budgeting tasks. The successful applicant will possess strong communication skills and the ability to develop a positive rapport with colleagues, broader staff and internal and external stakeholders.

WHAT YOU WILL DO

Under the limited direction of the Senior Director, Budgets, the Assistant Director, Budgets will:

1. Assist the Senior Director in the development and coordination of one or more of the Directorate's deliverables such as financial reporting, budget process and performance management.
2. Provide advice to senior managers and staff of the Directorate on a range of financial issues and, or budget preparation and management.
3. Assist in annual financial statement reporting, including variance reporting and Management Analysis and Discussion reporting.



4. Undertake budget preparation and costings, financial and performance management reporting and analysis.
5. Undertake a range of other reporting and budgeting tasks and represent directorate in discussions with and negotiations with internal and external stakeholders.
6. This position does not involve direct supervision of staff.

WHAT YOU REQUIRE

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 ability to interpret and apply accounting and financial policies and procedures and comply with Treasury guidelines, statutory reporting and other legislation requirements and timeframes.
2. Demonstrated ability to prepare and analyse financial and management accounting information, including budget preparation and costings, financial and performance management reporting and analysis.
3. Demonstrated experience in using financial information systems and reporting tools, including Oracle Financial System, TM1 and Microsoft applications such as Excel, Word and PowerPoint.

Behavioural Capabilities

1. Well-developed written and verbal communication skills, with the ability to adapt communications to a range of audiences and in a range of formats to meet organisational objectives and demonstrated interpersonal skills including the ability to motivate and lead people, by creating a cooperative work environment and high performing team.
2. Highly developed organisational skills with proven ability to manage competing demands, prioritise workloads to meet deadlines.
3. Demonstrated liaison skills and the ability to develop and maintain effective and productive relationships with a wide range of internal and external stakeholders and service providers.

Compliance Requirements/Qualifications

1. Experience in the use of complex spreadsheets and financial management systems such as TM1, is highly desirable.
2. Relevant accounting or equivalent qualifications, or significant progress towards gaining them is highly desirable.



3. Membership of either Australian professional accounting bodies (CPA or ICA) is also highly desirable.
4. To be eligible for permanent or temporary employment within the ACT Public Service (ACTPS) you must be an Australian citizen, a permanent resident or hold a valid work visa.
5. If an officer no longer holds a visa that permits them to work in Australia, their employment with the ACT Public Service (ACTPS) will be terminated.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Budgets (position number P43778) 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	Never
Designated workstation- Strategic Finance locates in 220 London Circuit which is activity an based working (ABW) environment	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
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)	Never
Working in a call centre environment	Never
Working directly with the public	Never



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	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

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	Never
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never