# POSITION DESCRIPTION

**Directorate:** Chief Minister, Treasury and Economic Development Directorate

**Division:** Strategic Finance

**Position Title:** Finance Systems Administration Officer

**Position Number:** P67901

**Classification:** ASO5

**Location:** 220 London Circuit, Canberra City

**Last Reviewed:** September 2026

## DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively with government and the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Treasurer, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, intergovernmental relations, and whole of government service delivery. The Directorate is also responsible for delivering a range of whole-of-government shared services including financial, payroll and HR services.

The Director-General of CMTEDD is also the Head of Service.

## DIVISION OVERVIEW

The Strategic Finance Division is led by the Chief Finance Officer and is responsible for the financial and budgetary management of CMTEDD and the ACT Executive.

The Division oversees the day-to-day financial management activities such as monthly financial reporting, external and internal budget development, asset and cash management, and capital investment planning and performance. Additionally, the Division is responsible for maintaining the financial policy framework for the Directorate, producing the Annual Financial Statements, maintaining budget and reporting tools (TM1 and PowerBI), and providing financial analysis and advice to the Executive on a range of strategic matters.

## POSITION OVERVIEW

CMTEDD Strategic Finance is looking for a Finance Systems Administration Officer to join our team.

Working with our team of finance professionals, you will play a key role in helping us harness the power of financial data and promote the use of software platforms to improve our processes. You will assist in improving our understanding and analysis of financial information to identify risks and opportunities in how we deliver our work. You will play a key role in the administration and maintenance of our existing financial information systems and improve the efficiency of our day-to-day activities through better automation and more integrated systems.

## WHAT YOU WILL DO

1. Administer and support financial and reporting systems, including user access, master data, reporting structures and workflow maintenance, in accordance with governance and internal control requirements.

2. Provide first-level functional support, diagnose and resolve user enquiries, manage service requests and escalate complex technical issues as appropriate.

3. Analyse and reconcile financial data, investigate discrepancies, and support budgeting, forecasting, capital works and financial reporting activities.

4. Contribute to system testing, upgrades, implementations and continuous improvement, including gathering business requirements and completing user acceptance testing.

5. Maintain procedures, task cards, guidance, training resources and records, and provide guidance and training to system users.

6. Coordinate ICT assets and assist with records management and general administration for the Strategic Finance team.

7. Work collaboratively with Finance Business Partners, Shared Services, ICT, business units and senior stakeholders, and undertake other duties that support the effective operation of the Division.

8. 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 these positions.

### Professional / Technical Skills and Knowledge

1. Demonstrated experience supporting financial or business systems, including user access, data maintenance and user support.

2. Demonstrated analytical and digital skills, including the ability to use spreadsheets and reporting tools to analyse, reconcile and present information accurately.

3. Sound understanding of financial processes and the ability to support budgeting, reporting, system changes and continuous improvement.

### Behavioural Capabilities

1. Sound organisational skills, including the ability to effectively manage multiple tasks, and effectively meet strict deadlines in high pressure situations.

2. Interpersonal, communication and liaison skills of a high order and demonstrated ability to maintain productive working relationships with team members, employees and stakeholders.

3. Demonstrated ability to work, both individually and as a member of a team, with competing priorities and time frames, and to contribute to effective team performance.

4. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices

### Compliance Requirements/ Qualifications

1. Background knowledge/experience or a desire to learn Finance or Systems would be advantageous.

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Finance Officer (several positions) 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 | Occasionally |
| Designated workstation | Never |

| STANDARD HOURS | FREQUENCY |
|---|---|
| Flexible working hours (access to flex time) | Frequently |
| Fixed or specified start/finish times | Frequently |
| 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 | 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 | 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 |