CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position: Assistant Director Financial Reporting

Business unit: Strategic Finance

Classification: SOGC

Location: Dickson, ACT

Position number: P16618

Reports to: Director, Financial Reporting

Division: Strategic Finance and Business Operations

Date last reviewed: October 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

The Strategic Finance 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 Division is new, with a positive and people-focused culture to support business areas to deliver outcomes for the community in a cost-effective way.

BUSINESS UNIT OVERVIEW

The Finance Branch sits within the Strategic Finance and Business Operations Group and is responsible for facilitating the management of the Directorate's budget and providing financial advice to the Minister, 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 the Shared Services Centre to provide financial services, accounting and reporting capabilities of the Directorate.

The Financial Reporting team is responsible for:

- Providing strategic and operational financial support and advice across the Directorate.
- Preparing monthly financial reports for Treasury, fortnightly appropriation drawdowns and cash flow forecasts.
- Managing accounts receivable and accounts payable processes, including associated journals and reconciliations.
- Developing and maintaining effective financial management systems, processes and controls.
- Supporting asset and capital works reporting activities, including routine audits of capital programs.
- Coordinating the preparation of the Directorate's annual financial statements and associated audit requirements.
- Other activities as directed by management.

POSITION PURPOSE

This position is part of the Strategic Finance, Financial Reporting and Treasury team and reports to the Director, Financial Reporting. The position is responsible for supporting the delivery of accurate, timely and compliant financial reporting outcomes for the Directorate, including month-end and annual reporting, financial statement preparation, balance sheet management, reconciliations, financial analysis and stakeholder engagement. The role contributes to the development and maintenance of robust financial reporting frameworks, systems and processes to support informed decision-making and compliance with legislative and accounting requirements.

DUTIES / RESPONSIBILITIES

The primary duties/responsibilities for this position are to:

1. Prepare and maintain financial reporting reconciliations, journals and supporting documentation to ensure the accuracy and integrity of financial information.
2. Assist in the preparation of monthly, quarterly and annual financial reports, including balance sheet reporting and submissions to ACT Treasury.
3. Support the preparation of the Directorate's annual financial statements, including working papers, audit documentation and liaison with internal and external stakeholders.
4. Provide financial analysis, reporting and advice to support management decision-making and compliance with legislative and accounting requirements.
5. Contribute to the continuous improvement of financial systems, processes, controls and reporting frameworks and maintain records in accordance with the *Territory Records Act 2002.*

SELECTION CRITERIA (CAPABILITIES)

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

1. Demonstrated experience in financial reporting, including the preparation of journals, reconciliations, financial analysis and financial statement supporting documentation.
2. Demonstrated experience in the use of financial management information systems, including Oracle and multidimensional reporting systems such as TM1.
3. Demonstrated ability to manage competing priorities, meet deadlines and work effectively both independently and within a team environment.
4. Highly developed written and verbal communication skills, including the ability to build productive stakeholder relationships and communicate complex financial information clearly.
5. 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.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director Financial Reporting (position number P16618) 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.

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