POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Position Number: P07408

Division: Strategic Policy and Finance

Classification: Administrative Services Officer Class 5

Business Unit: Finance Services

Location: Gungahlin/Hybrid

Position Title: Assistant Accountant - Finance Services

Last Reviewed: June 2026

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.

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public (ACTPS), providing strategic advice and support to the Chief Minister, the Treasurer, other Ministers and the Cabinet on policy, financial and economic matters, service delivery, Whole of Government issues and intergovernmental relations.

As a central agency, the Directorate facilitates the implementation of Government priorities, drives initiatives, and leads the strategic direction for the ACTPS to ensure that it is well-positioned to perform its role.

Within CMTEDD, Treasury is responsible for advising the Government and ACT agencies on budget and financial management, economic and revenue policies, infrastructure finance, federal financial relations, accounting policy and insurance for Territory risks.

Treasury is also responsible for collecting and managing taxation revenue, managing the Government's financial assets and liabilities, managing Whole of Government procurements and broader procurement advice through Procurement ACT, and managing ACT Shared Services Finance issues, including accounts payable and receivable and Whole of Government banking.

STRATEGIC POLICY AND FINANCE GROUP - OVERVIEW

The Strategic Policy and Finance Group within Treasury is made up of 3 sub-groups, namely:

- **The ACT Insurance Authority (ACTIA)** is a Statutory Authority, providing insurance, claims and risk management services for the ACT Government. The Authority also administers the Office of the Nominal Defendant of the ACT, for default claims under the ACT Motor Accident Injury Scheme and the Default Insurance Fund, for default claims under the ACT Private Workers' Compensation Scheme.
- **Shared Services Finance (SSF)** is responsible for providing essential services to the ACT Government directorates including financial accounting and reporting, accounts payable and receivable, taxation and banking services.
- **Investments and Borrowing (IB)** is responsible for the management of the ACT's assets and liabilities including superannuation liabilities and investments.

BUSINESS UNIT OVERVIEW

Shared Services Finance is responsible for efficiently and effectively delivering financial and other services to ACT Government agencies and directorates. These services include accounts payable, accounts receivable, cash management, salary packaging finance functions, financial accounting and reporting, and financial applications management.

POSITION OVERVIEW

To assist with the provision of financial accounting services to ACT Government Directorates & Agencies.

WHAT YOU WILL DO

1. Assist with the preparation of monthly and annual financial statements, Business Activity Statements and Fringe Benefits Tax returns.
2. Perform operational finance functions relating to journal preparation, balance sheet and other reconciliations, payment runs and fortnightly salary processes.
3. Work in partnership with client Directorates/Agencies and Shared Services stakeholders to develop, implement and monitor best practice finance processes and frameworks across the ACT Public Service.
4. Ensure operation of key controls regarding the accuracy of financial information, fraud prevention and detection.
5. Achieve service levels, meet business KPIs and customer expectations.
6. This position reports directly to a Team Leader, Finance Services.

This position does not require a pre-employment medical.
This position does not require a Working with Vulnerable People Check.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Accounting experience, including the preparation of financial statements, journals, reconciliation of accounts and use of financial systems (e.g. Oracle, TM1 and Cognos Disclosure Management).
2. Demonstrated ability to analyse financial data as a means of determining its accuracy, and to solve financial problems.
3. Knowledge of Australian Accounting Standards and practices and a commitment to compliance with Accounting Standards, Taxation Legislation and the ACT Financial Framework.
4. Well-developed verbal and written communication skills.

Behavioural Capabilities

5. Ability to effectively work in a customer-focused team.
6. Ability to work in accordance with agreed timeframes, follow directions and show initiative.
7. Ability to effectively communicate with colleagues, customers and other stakeholders.
8. Ability to manage own workload, including the capacity to work under pressure.
9. Understanding of public service values covering ethical standards. Demonstrated self-awareness, professionalism and commitment to Respect, Equity and Diversity in the workplace.
10. Understanding of workplace health and safety principles and practices, and adherence to them.

Compliance Requirements / Qualifications

11. A degree with a major in Accounting or equivalent, or progress toward achievement of an Accounting Degree or equivalent, is highly desirable.
12. Educational and professional qualifications checks may be undertaken prior to employment.

Further information on working at CMTEDD can be found at: https://www.jobs.act.gov.au/work-with-us

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Accountant (position number TBC, several) 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	Never
Designated workstation	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 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	Never

PHYSICAL DEMANDS	**FREQUENCY**
Distance walking (large buildings or inter-building transit)	Never
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	Occasionally
Exposure to potentially distressing case material	Never

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