CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position: Assistant Director, External Budgets

Business unit: Strategic Finance

Classification: SOGC

Location: Dickson, ACT

Position number: P48201, Several

Reports to: Director, External Budgets

Division: Strategic Finance and Business Operations

Date last reviewed: November 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

The Strategic Finance and Business Operations 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.

Strategic Finance and Business Operations is a newly established division focused on building, collaborative and people-centered culture, while partnering with business areas to deliver effective, sustainable outcomes for the community.

BUSINESS UNIT OVERVIEW

The Finance Branch sits within the Strategic Finance and Business Operations Division 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 External budgets team is the main contact point between Treasury and the Directorate. The team works closely with Senior Executives and a range of internal and external stakeholders, to ensure the Directorates' budget are accurate, comprehensive, and addresses the Government's strategic priorities. In addition to managing the external budget process the team also leads the preparation of the Statement of Performance, managing the directorates reporting on non-financial measures.

The team operates in a supportive manner, with ample opportunity to apply strategic thinking, and build on your technical, communication and critical analysis skills.

POSITION PURPOSE

This position is part of a dynamic team reporting to the Director, External Budgets. The position plays a key role in managing the Directorate's external budget process as well as maintenance of the systems used and works closely with other members of the Directorate, the Finance team and Treasury in developing external budgets. The occupant of the position will have the opportunity to coordinate the preparation of Directorate's performance reporting, management of cash and appropriations, management of credit cards, and provide training and other assistance as required.

DUTIES / RESPONSIBILITIES

The primary duties/responsibilities for this position are to:

1. Co-ordination and preparation of:
   a. Annual external budget statements, including the management of inputs, and GBMS adjustments during the external budget development process within ACT Treasury's timetables and requirements;
   b. Half yearly, annual statement of performance, and other related reporting requirements;
   c. Input for the financial statements and annual report where applicable; and
   d. Other arrangements under the *Financial Management Act 1996*.
2. Provide high level advise and review of treasury reporting/business cases, cash management;
3. Provide advice to the Chief Financial Officer and the Senior Management Team on financial trends and specific proposals;
4. Provide advice, review and assistance in the development of business cases, including costing activities, ensuring appropriate reviews and approvals occur in accordance with the budget timelines;
5. Undertake consultation and high-level negotiations, liaison and coordination across the Minister's office, Directorate and with other government agencies;
6. Undertake high level research, reviews or investigations, including drafting and preparation of reports, and associated papers executive level briefs, replies to Parliamentary questions Ministerial representations and other briefing material;
7. Support the development, implementation, and management of robust and appropriate financial controls and policy frameworks in close consultation with internal stakeholders and ACT Treasury;
8. Contribute to delivery of the day-to-day activities of the Strategic Finance Team with a view to delivering the unit's common business goals and objectives; and
9. As directed, undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

SELECTION CRITERIA (CAPABILITIES)

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

1. Demonstrated knowledge and experience in external budget development and statement of performance reporting in a public sector environment.
2. Sound knowledge in accrual-based accounting principles and the implication of the Financial Management Act 1996 on financial management, budgeting and reporting.
3. Highly developed liaison and communication skills (oral and written), and the ability negotiate and communicate, under limited direction, with an emphasis on delivering complex information in a clear and concise manner.

4. Highly developed knowledge and experience in working with spreadsheets and Financial Management Information Systems (FMIS), including either GBMS or CBMS, to provide accurate financial analysis and advice to business areas and key Senior Executives.
5. Strong analytical skills and a high level of attention to detail, with the ability to interpret and apply Australian Accounting Standards and accounting policies where required.
6. High level of imitative and strong organisation skills, including the ability to effectively manage competing priorities and deadlines in a high-pressure environment.
7. Commitment to ACTPS values, Respect, Integrity, Collaboration, 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 P48201) 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.

A flexible, activity-based workplace with a creative and collaborative office environment and access to flexible working arrangements, subject to operational requirements. Current arrangements generally include three days per week in the office.

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