

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Director, Assets and Capital

Business unit: Financial Reporting and Assets

Classification: Senior Officer Grade B

Location: 480 Northbourne Avenue, Dickson

Position number: P21241

Reports to: Senior Director, Financial Reporting and Assets

Division: Strategic Finance and Business Operations

Date last reviewed: June 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 (SFBO) 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; and emergency management and protective security. Being part of this fantastic team gives you visibility of the financial and other corporate services the Strategic Finance and Business Operations Division provides to the directorate, with a breadth of work that is diverse and interesting.

The SFBO 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 co-ordinating 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 Assets and Capital Works section is responsible for the management of the Directorate's asset register which holds over \$19 billion worth of assets. The section also looks after the asset accounting and reporting functions as well as providing advice on asset related issues to stakeholders. The section undertakes internal and external reporting of capital reports to internal and external stakeholders as well as managing capital works appropriation, drawdowns, instrument requests and cash requirements.

POSITION PURPOSE

Under broad direction, the Director, Assets and Capital will be responsible for, but not limited to leading a small team in the management and co-ordination of the Directorate's Financial Asset Register and Capital Works Reporting.

DUTIES / RESPONSIBILITIES

- Manage the Directorate's asset register and property, plant and equipment general ledger accounts including overseeing the processing of asset transactions (additions, disposals, depreciation, revaluations, stocktake and impairment review).
- Manage the annual asset revaluation program including the organisation of external valuations, coordination of asset unit costings and internal revaluations, liaison with internal and external stakeholders, preparation of valuation calculations and required adjustments.
- Track and monitor the Directorate's annual capital works program including:
 - a. provide monthly and quarterly reports to Treasury and the Ministers' Offices;

- b. tracking, reporting and completing audit documentation of Commonwealth funded projects; and
 - c. manage the cash requirements, including fortnightly appropriation draw downs and payment of creditors.
- Undertake end of financial year asset and capital works reporting for inclusion in the Directorate's financial statements and annual report within stipulated time frames and liaise with auditors.
 - Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

This position **does** involve direct supervision of staff.

SELECTION CRITERIA (CAPABILITIES)

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

Applicants should provide evidence demonstrating capability consistent with the ACTPS Shared Capability Framework at Senior Officer Grade B level:

1. Proven experience in asset accounting and applicable accounting concepts, standards and practices in a public sector environment.
2. An understanding of capital works/project accounting, including the capital works drawdown process, the capitalisation of assets and an understanding of the capital works external budget process.
3. Demonstrated ability to develop systems/processes to meet compliance needs and proven experience in the use of financial management information systems such as Oracle and TM1.
4. Demonstrated capacity to lead and manage a team providing high-level support and advice and maintain productive stakeholder relationships.
5. Highly developed communication (oral and written), negotiation and liaison skills and strong organisational skills with a high degree of drive.
6. Demonstrated ability to work within tight deadlines, prioritise tasks and work independently.
7. Demonstrated commitment to ACTPS values of Respect, Integrity, Collaboration, and Innovation, and to workplace health, safety, and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Tertiary qualifications in commerce and accounting along with professional membership of CPA/CA or comparable bodies preferable.
- Over 5 years of experience in public accounting and/or private industry, with a strong understanding of accounting and finance areas preferable.

- Experience with Microsoft Office Suite of programs, with advanced excel skills desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, Assets and Capital (P21241) 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	Never
<i>The position in an activity based work environment</i>	

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	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)	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	Occasionally
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	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	Never
Exposure to potentially distressing case material	Never

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