



CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Director, Finance Applications

Business unit: Transformation and Coordination

Classification: Senior Officer Grade C

Location: Dickson, ACT

Position number: P53561

Reports to: Senior Director, Transformation and Coordination

Division: Strategic Finance and Business Operations

Date last reviewed: May 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. 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 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 for the Directorate.

The Finance Branch is committed to the following values:

- Displaying trust, respect and integrity in our professional and business relationships
- Responsiveness, reliability and respect in supporting the Directorate's management outcomes
- Professionalism - achieving excellence in what we do
- Working together as an integrated team within teams
- Communicating openly and honestly
- Continuous learning and development where people demonstrate adaptability

POSITION PURPOSE

This position facilitates the implementation of the Oracle Procurement Contracts Cloud Module across the Directorate in line with the whole-of-government rollout. The position involves liaison with all stakeholders in the business units to successfully implement the module and provide support and training.

As a senior leader within CED, this role requires a person who can inspire, energise and positively influence team and individual outcomes. Effective employee engagement skills are a key enabler in the performance of this role, as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. They will model commitment to continual learning, encourage ongoing development and match the right people to the right roles.

DUTIES / RESPONSIBILITIES

Facilitate the implementation project for the Oracle Procurement Contracts Cloud Module within all business units of CED, in line with the whole-of-government rollout, and support directorate-wide systems such as the Accounts Payable Invoice Automation System (APIAS).

1. Support Finance Business Partners and end users to utilise the full functionality of the modules and APIAS to improve CED financial and contract management practices.
2. Build financial reporting and analysis capabilities in the module to support Finance Business Partners to deliver financial reporting to business units.
3. Coordinate the Directorate's notifiable invoices to be published on the Public Notifiable Invoices Register, and update CED's financial delegations.
4. Design and deliver training to all CED users of the Module.
5. Assist Finance Business Partners to prepare monthly reconciliations between all finance systems through module use and reporting outcomes.
6. Support Procurement and Contract Management to deliver the full functionality of the module and improve contract management capability within CED.
7. This position involves direct supervision of staff.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **capabilities** against the duties above and the ACTPS Shared Capability Framework.

1. Proven experience in the management of systems, preferably Oracle Financial products.
2. Demonstrated knowledge and experience in financial systems, and the ability to design and deliver training to users and provide end-user support.
3. Ability to prepare internal and external reports, dashboard reports, analyses and advice that meet the needs of executives and line managers.
4. Highly developed communication, negotiation and liaison skills.
5. Commitment to the ACTPS values of respect, integrity, collaboration and innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- A degree in accounting or finance is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Finance Applications (P53561) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustments 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 is in an activity-based work environment</i>	

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
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 (ADOs)	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)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
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	Occasionally