POSITION DESCRIPTION

Division: Strategic Finance

Position Title: Executive Branch Manager, Financial Controller

Classification: Executive 1.2

Position Number: E1349

Location: Canberra City /Ngunnawal Country

Last Reviewed: May 2024

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 as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

DIVISION OVERVIEW

Strategic Finance is responsible for delivery of a range of services to support efficient and effective management of financial resources across CMTEDD. This includes coordination of external budget processes to support financial sustainability over time, establishment of the financial management framework to support responsible decision making and integrity, management of internal budget allocations to reflect organisational priorities, monitoring of financial performance to understand risks and opportunities, maintenance of accounts and records to ensure completeness and accuracy of financial reporting and design and administration of key financial management systems to provide insight and manage work.

Strategic Finance works in collaboration with a network of business partners who work in the business units that make up CMTEDD, providing localised financial management advice and information.

Strategic Finance also works in collaboration with Shared Services - Finance, who provide whole of government financial services including managing the core Oracle financial system, a range of core

financial services such as accounts payable, accounts receivable and general ledger transaction processing, taxation advice and returns and banking.

POSITION OVERVIEW

The Financial Controller position reports directly to the CFO and manages a team responsible for the financial management framework designed to support responsible decision making and the integrity and maintenance of accounts and records to ensure completeness and accuracy of financial reporting.

The financial management framework sets out obligations, establishes controls and provides advice and guidance designed to support all CMTEDD staff to make sound financial decisions. The Financial Controller is responsible for ensuring that the framework appropriately reflects risk and does not unnecessarily slow down decision making or increase workloads. The Financial Controller is also responsible for ensuring that there is widespread understanding of, and compliance with, the financial management framework.

Key to maintaining community and government confidence in the effective use of taxpayers money across CMTEDD is the transparent reporting of financial performance. Maintenance of financial accounts and records that have integrity and are complete and accurate is essential to reliable reporting. The Financial Controller is responsible for the provision of advice on complex accounting issues, month end and year end close processes, asset management, cashflow management and coordination of the annual financial statement process.

The Financial Controller works closely with the network of business partners who work in the business units that make up CMTEDD, other teams in Strategic Finance who manage budget and management accounting functions, Shared Services – Finance, the ACT Audit Office and the CMTEDD Audit and Risk Committee.

WHAT YOU WILL DO

This position is a senior role within Strategic Finance, and its duties and responsibilities include:

- Supporting the Chief Finance Officer in providing strategic and operational financial direction and services to the Directorate and its senior executives
- Developing a high performing and highly engaged team, including actively managing and supporting learning and development opportunities
- Establishing a safe and inclusive working environment across Strategic Finance and CMTEDD more broadly
- Establishing a financial management framework that appropriately reflects risk, including systems, controls, processes, policy, advice and guidance for all finance related activity
- Ensuring that the financial management framework remains effective over time, harnesses innovation opportunities and is supported by awareness raising and learning and development products for CMTEDD staff
- Preparation of monthly and annual financial statements that withstand audit scrutiny in line with agreed timelines which includes:
    - interpreting Accounting Standards and their application to ACT Government accounting policies and treatments;

  - meeting CMTEDD's statutory obligations for compliance with the accounting standards and management of the annual financial statements process; and
  - liaising with representatives of the ACT Audit Office.
- Preparation of regular updates and the annual financial statement reporting pack for consideration by the Audit and Risk Committee
- Management of CMTEDD cashflow in line with whole of government policy
- Management of a range of asset management functions including regular monitoring of the Capital Work in Progress account, timely processing of additions to the fixed assets register, managing annual valuation processes and ensuring adequate controls are in place for non-integrated asset registers
- In addition, Senior Executive Service (SES) Members must do their job in accordance with the closing the gap principle. Further information about the closing the gap principle is included in section 8(4) of the Public Sector Management Act.

WHAT YOU REQUIRE

The ACT Public Service (ACTPS) Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

Leads and values people	• Motivates and develops people • Values diversity and respects individuals • Builds a culture of improving practice
Shapes strategic thinking	• Inspires a sense of purpose and direction • Encourages innovation and engages with risk • Thinks broadly and develops solutions
Achieves results with integrity	• Develops organisational capability to deliver results • Manages resources wisely and with probity • Progresses evidence based policies and procedures • Shows sound judgement, is responsive and ethical
Fosters collaboration	• Listens and communicates with influence • Engages effectively across government • Builds and maintains key relationships
Exemplifies citizen, community and service focus	• Understands, anticipates and evaluates client needs • Creates partnerships and co-operation • Works to improve outcomes

Job specific criteria	• Demonstrated ability to achieve strategic and operational outcomes within a complex financial environment. • This position also requires an in-depth understanding, knowledge and specialist accounting.

Compliance Requirements / Qualifications

It is mandatory for the occupant to possess a professional qualification such as being a Certified Practicing Accountant (CPA) or Chartered Accountant (CA), have a university degree and have extensive experience in accounting, finance systems and management or related areas, preferably within a government environment.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Executive Branch Manager, Financial Controller (position number E01349) 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	Occasionally
Designated workstation	Never

STANDARD HOURS	**FREQUENCY**
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Never
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	Frequently
Frequent 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	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	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Never
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	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