POSITION DESCRIPTION

Chief Minister, Treasury and Economic Development

Directorate: Chief Minister, Treasury and Economic Development Directorate

Division: Strategic Policy and Finance

Business Unit: Shared Services Finance

Position Title: Senior Finance Analyst

Position Number: P71849

Classification: Administrative Services Officer Class 6

Location: Winyu House, Gungahlin/Activity Based Work

Last Reviewed: August 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 as 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 as well as leads the strategic direction for the ACTPS, to ensure that it is well positioned to perform its role.

Treasury, within CMTEDD, is responsible for providing advice to 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 Finances issues including accounts payable and receivable and whole of government banking.

STRATEGIC POLICY AND FINANCE - OVERVIEW

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

- **Shared Services Finance (SSF)** provides centralised Whole of Government finance functions primarily related to financial reporting, finance operations (accounts payable/receivable/ debt management/banking and business intelligence) and financial applications management.

- **Investments and Borrowings (IB)** is responsible for managing the ACT's assets and liabilities (including superannuation liabilities and investments).
- **ACT Insurance Authority (ACTIA)** is responsible for managing the self-insurance arrangements of the ACT Government. As a captive insurer, ACTIA provides a full range of general insurance coverage for ACT Government directorates and agencies.

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, financial accounting and reporting, and financial applications management.

Within Shared Services Finance, Finance Operations is a customer focused business area that works collaboratively with stakeholders and partners in the delivery of integrated finance service operations on behalf of the ACT Government, to strengthen its business partnership arrangements across the directorates and ACT entities. Included are the functions of accounts receivable, debt management, accounts payable, business intelligence and banking, as well as management of the Whole of Government Banking Services Agreement.

Finance Operations teams operate under a unified capability-centric organisational model that drives cross-functional consolidation and optimises effectiveness and efficiency in its processes that support the business of the ACT Government.

POSITION OVERVIEW

The Senior Finance Analyst provides advanced operational support within the Shared Services Finance Operations Business Intelligence team, responsible for providing high-quality operational analysis, reporting and advice that supports effective service delivery, financial stewardship and informed decision-making across Finance Operations and the wider ACT Government.

The role supports core finance operations functions, including Whole of Government Accounts Payable, Accounts Receivable, Debt Management and Banking Operations. A key focus of the position is supporting the management and oversight of the Whole of Government Banking Services Agreement, through the development, maintenance and interpretation of analytics and dashboards that monitor the usage, performance and trends of banking products and services across ACT Government entities.

Operating with a high degree of autonomy, the role applies professional judgement to complex and often competing priorities, translates financial and operational information into practical insights, and influences outcomes through evidence-based advice and strong stakeholder engagement.

WHAT YOU WILL DO

With limited supervision, the role is responsible for:

- Delivering accurate, timely and meaningful operational reporting, dashboards and analysis to support service management, performance monitoring and decision-making across Finance Operations.
- Supporting management of the Whole of Government Banking Services Agreement by analysing banking service usage, trends, risks and anomalies, and providing actionable insights to senior managers and stakeholders.
- Providing high-quality analysis and advice on financial and operational matters, including the preparation of briefs, reports and related materials for senior management and governance forums.
- Identifying and leading improvements to reporting practices, analytics approaches and information quality, ensuring alignment with legislation, policy and governance requirements.
- Building effective working relationships with operational teams and stakeholders and providing guidance and professional support to colleagues as required.

WHAT YOU REQUIRE

The following capabilities form the criteria required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated capability to apply advanced analytical and financial judgement within a complex operational environment, interpreting information to identify trends, risks, issues and opportunities, and providing clear, practical advice that supports effective service delivery and informed management decision-making.
2. Proven ability to use business intelligence, reporting and analytical tools (e.g. Microsoft Power BI, Excel or comparable platforms), together with sound working knowledge of core finance systems, to independently develop, maintain and interpret reports, dashboards and analytical outputs that support operational oversight, performance monitoring and governance.
3. Sound understanding of finance operations functions and processes, including accounts payable, accounts receivable, debt management, and banking / cash management, and the way financial systems, controls and data flows interact to support accurate reporting, effective risk management and efficient service delivery.
4. Demonstrated capability to identify opportunities for improvement, exercising initiative and sound judgement to contribute to business, process or system improvements.

Behavioural Capabilities

5. Critically analyses complex financial and operational information, identifies issues and opportunities, and develops practical, evidence-based solutions.
6. Maintains high standards of accuracy and integrity when working with financial, numerical and performance information, ensuring outputs are reliable and fit for purpose.
7. Demonstrates strong verbal and written communication skills, clearly and succinctly conveying complex information with influence, tailoring messages to diverse stakeholders and contributing constructively to discussions and decisions.
8. Takes ownership of work outcomes, manages competing priorities with minimal supervision, exercises sound professional judgement, and remains accountable for timely, high-quality delivery.

Compliance Requirements / Qualifications

9. Relevant experience in operational finance analysis, analytics or business improvement is highly desirable.
10. Relevant tertiary qualifications in finance, economics or a similar field are highly desirable.
11. ACT Government Baseline clearance (or ability to obtain and maintain).

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Finance Analyst (P71849) 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	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation *(Most positions in SSF do not have a designated workstation. On agreement with their manager, team members may use office facilities in various Activity-Based Work environments, and flexi-spaces across Canberra. Flexible/Hybrid Work-From-Home options may also be available for certain positions).*	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)	Occasionally
Working outdoors	Never

MANUAL HANDLING	**FREQUENCY**
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
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	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	Occasionally

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