POSITION DESCRIPTION

Directorate: Digital Canberra

Division: Chief Performance Officer

Business Unit: Strategic Finance

Position Title: Assistant Director, Financial reporting, Transition Finance

Position Number: P70257, P72352

Classification: SOG C

Location: Hybrid working arrangements (Winyu, 220LC and work from home)

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

Digital Canberra leads the ACT Government's technology, digital, data, and cyber security services. We strive to improve the lives of Canberrans through delivering and supporting digital government services that are easy to access, save time, and are safe to use. We achieve this while also looking to the future – making technology investment decisions that will transform Canberra into a genuinely connected city.

Digital Canberra leads the implementation of the ACT Digital Strategy and ACT Digital Health Strategy, manages ICT infrastructure for our hospitals, schools, and public service, and represents the ACT at national digital, data, and cyber security forums.

Digital Canberra has a diverse workforce across many functions and sites. We have an inclusive culture, and we ensure our people are respected, valued, and involved.

DIVISION OVERVIEW

The Chief Performance Officer group enables Digital Canberra to achieve its objectives by providing expert financial management, governance, risk, and procurement services that support sound decision-making and operational excellence.

Our role is to ensure the Directorate's financial sustainability and integrity by delivering accurate financial reporting, strategic forecasting, and robust budgeting processes. We strengthen governance and assurance frameworks through effective risk management, compliance, and audit practices, while coordinating business planning and supporting corporate committees.

We also drive value for money and transparency in procurement by providing strategic sourcing advice, legal and vendor management support, and procurement planning that aligns with organisational priorities. Through these functions, the Group safeguards resources, promotes accountability, and enables the Directorate to deliver on government priorities with confidence.

The Group encompasses three branches:

- Strategic Finance
- Governance and Risk
- Procurement and Strategic Sourcing

BUSINESS UNIT OVERVIEW

Strategic Finance is responsible for the delivery of a range of services to support efficient and effective management of financial resources across the Directorate. 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 business units, providing localised financial management advice and information.

POSITION OVERVIEW

Under broad direction, the assistant director will play an important role in either of the two positions,

Financial reporting and capital team, with a focus on assist in the preparation of the financial statements, ledger assurance, analysis, asset management and reconciliations and provides capital financial management support and providing advice to Divisions within the Directorate.

CIO transition Finance, the assistant director will work with the broader finance branch and key stakeholders to liaise with all Directorate, seeking financial information, validating financial record and drafting minutes to Executives and the DG. The transfer CIO ICT transition program will be critical to the financial success of the CIO functions transferring across from ACTPS Directorates into DCBR.

WHAT YOU WILL DO

1. Undertake the Directorate's internal and reporting processes, ensuring better practice and the timely achievement of established deadlines.
2. Prepare monthly Treasury workbooks, internal trading adjustments, and quarterly Management Discussion and Analysis.
3. Undertake the asset management, including additions, disposals and revaluations.
4. Prepare the Directorate's annual financial statements and other statutory reporting.
5. Develop financial policy and implement financial procedures and guidelines in accordance with the Financial Management Act 1996 and other Directorate's instructions and relevant legislation.
6. Lead the financial coordination and due diligence activities associated with the financial aspects of the ICT transition, including negotiation and validating funding, assets, staffing and suppliers from multiple Directorates into DCBR.
7. Partner with the CIO Transition Team, business units and DCBR finance teams to collect, validate and reconcile financial information to support transfer decisions.
8. Analyse financial records, budgets, asset registers, contracts and workforce funding arrangements to ensure the accuracy and completeness of transfer data.
9. Prepare high-quality financial advice, briefing notes, minutes and recommendations for executives, and the Director-General to support key transition decisions.
10. Identify financial, contractual and operational risks and develop mitigation strategies to minimise impacts on service delivery, business continuity and budget outcomes.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Advanced knowledge and understanding of statutory financial reporting requirements, public sector financial principles and ability to undertake statutory reporting processes.

2. High-level proficiency in the use of financial management information systems such as Oracle and TM1, and experience developing systems and processes to meet compliance needs.

3. Advanced knowledge of AASB Accounting standards and the application and interpretation of these for financial accounts.

4. Advanced knowledge of Government budgets and administrative arrangements processes.

5. Advanced ability to conduct research, analyse information and report data, to inform the development and communication of financial solutions and related projects.

Behavioural Capabilities

1. Ability to lead and deliver agreed business outcomes and solutions by taking initiative, setting clear direction and providing guidance to team members.

2. Ability to establish and maintain effective and diverse business partnerships, including with executive stakeholders, clients through collaboration, engagement and responsiveness.

3. Advanced written and verbal communication skills, including the ability to present information in a well-structured and logical way, and influence and negotiate effectively with stakeholders.

4. Analytical thinking and problem-solving skills, particularly the ability to understand how issues integrate, and identify and develop solutions to deliver improvement outcomes.

5. Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing environment.

Compliance Requirements

6. A relevant tertiary qualification in Accounting, Commerce, Finance or a related discipline is highly desirable.

7. Professional membership in CIMA, CPA or ICA, or progression towards is desirable.