POSITION DESCRIPTION

Directorate: Education

Division: Chief Operating Officer Group

Business Unit: Strategic Finance and Procurement

Last Reviewed: October 2026

Position Number: P03232

Classification: Admin Services Officer 6

Position Title: Senior Finance Officer

DIRECTORATE OVERVIEW

The Education Directorate is one of nine ACT Government Directorates established with a collaborative purpose to achieve the ACT Government's priorities and to serve the community. The Education Directorate services include the provision of public-school education, regulation of education and care services, registration of non-government schools and home education.

What is important to us: That all children and young people are supported to learn, thrive, have agency, participate and achieve high expectations.

Our Mission: Every child and young person receives an excellent education, delivered and supported by highly skilled and valued professionals.

Our Vision: to be a leading learning organisation where people know they matter. We lead and deliver excellent, inclusive and equitable education where all are safe, valued and able to flourish.

Our Directorate values of respect, integrity, collaboration, and innovation reflect the employee values of the ACT Public Service.

The ACT public education system continues to expand with over 50,000 students attending 93 public schools, comprising:

- Early childhood and preschools; and
- Primary schools, high schools, colleges and specialist schools.

A link to the Directorate's organisational chart is at https://www.education.act.gov.au/about-us/who-we-are

POSITION OVERVIEW

The Senior Finance Officer is a member of the Internal Budgeting and Reporting team, within Strategic Finance and Procurement and reports directly to the Director Internal Budgets and Reporting.

The role requires a self-motivated, highly capable Senior Officer, to assist with the preparation of internal budgets and financial management within the Education Support Office.

The role also requires excellent communication, and technical accounting skills, to be able to liaise with a wide range of stakeholders on a broad range of topics, work in a very busy environment and manage parts of the budget and financial reporting process.

WHAT YOU WILL DO

1. Assist in the preparation and planning of the annual internal budget, quarterly and mid-year reviews.
2. Assist in the preparation and review of monthly financial results of the Directorate.
3. Assist in preparing financial reports for external stakeholders including statistical returns, grant administration and acquittals.
4. Where required, assist in the provision of information for inclusion in the annual financial statements.
5. Liaising with Directorate's clients to obtain information for effective financial operations.
6. Collaborate with Finance Business Partnering team to assist is provision of financial information and advice to business areas.
7. Assist in preparing correspondence on budgets, other financial matters, and administrative issues.

WHAT YOU REQUIRE

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

1. Sound knowledge and understanding of, and experience in accrual-based public sector accounting, budgeting principles and resource management.
2. Ability to analyse and interpret financial data and to perform financial reconciliations with ledger operations.
3. Proven experience in preparing financial reconciliations and ability in using financial information systems and financial reporting tools including TM1.
4. Well-developed written and oral communication and liaison skills.
5. Well-developed ability to undertake research and analysis to provide evidence-based information for decision making purposes.
6. High level of initiative, personal motivation, and ability to achieve objectives with minimal supervision.
7. Well-developed organisational skills and ability to work under pressure, meet deadlines and consistently provide excellent customer service.
8. Understanding and strong commitment to ACTPS values covering ethical standards, equity and diversity, customer service, participative management and workplace, health and safety.

Compliance Requirements / Qualifications

1. Tertiary Accounting qualifications or previous experience in a finance related role is highly desirable.
2. Experience in the use of TM1 and Oracle is highly desirable.
3. This position does not require a pre-employment medical.
4. This position does not require a Working with Vulnerable People Check.