



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Division: Strategic Finance

Position Title: Assistant Director - Finance
Systems and Process Improvement.

Position Number: P62974

Classification: SOG C

Location: Canberra City

Last Reviewed: 2 July 2026

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 Treasurer, 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. The Directorate is also responsible for delivering a range of whole-of-government shared services including financial, payroll, and HR.

The Director-General of CMTEDD is also the Head of Service.

DIVISION OVERVIEW

The Strategic Finance Division is led by the Chief Finance Officer and is responsible for the financial and budgetary management of CMTEDD and the ACT Executive.

The Division oversees the day-to-day financial management activities such as monthly financial reporting, external and internal budget development, asset and cash management, and capital investment planning and performance. Additionally, the Division is responsible for maintaining the financial policy framework for the Directorate, producing the Annual Financial Statements, maintaining budget and reporting tools (TM1 and PowerBI), and providing financial analysis and advice to the Executive on a range of strategic matters.

POSITION OVERVIEW

Work with TM1\Planning Analytics, Power BI and Certert Disclosure Management administrator champions in a small team. Become a champion yourself and empower CMTEDD and ACT Executive in improved use of financial applications for budgetary and financial management.

Support existing tools and processes for accounting, financial reporting and budgeting. Add value by investigating existing systems and processes, to identify improvements, and work in a team to implement these.

This recruitment is for Assistant Director role within the Finance Systems and Process Improvement in CMTEDD Strategic Finance. This position is responsible for leading a small section within the Finance Systems Administration and process improvement team with the Strategic Finance Division.

You will work closely with the Director, Finance Systems and Process Improvement as well as the other teams in CMTEDD Strategic Finance, Shared Services Finance, Finance Business Partners, and Digital Canberra Directorate.

There is a strong focus on professional development within the team and opportunities are available for Territory supported studies in addition to informal coaching and mentoring opportunities available within the Division. You will also have the opportunity to coach and mentor staff within the team with a focus on continued improvement and succession planning.

This is a temporary role from Monday 17 August 2026 to Friday 1 October 2026.

WHAT YOU WILL DO

Under limited direction:

- provide support for ongoing system administration, maintenance and help desk support for key business and financial systems (TM1/Planning Analytics/Power BI/Certent Disclosure Management/Accounts Payable Invoice Automation System);
- Support a TM1 upgrade by testing a new version of TM1 and training users in Planning Analytics for Excel;
- provide support for the preparation of monthly, quarterly and annual financial reports and budget statements in accordance with required timeframes, and other reports as required;
- provide support, training and advice in the areas of strategic financial and budgetary management;
- preform investigation of existing accounting, budgeting and financial, processes and reporting, to identify and implement systems and process improvements, as part of a team;
- undertake other administration, including records management and other administrative support or financial tasks as required;
- assist with testing and roll out of a TM1 upgrade for CMTEDD;
- This position involves direct supervision of up to two (2) staff members, with currently one (1) direct report.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

1. High level administrative, organisational and IT skills, with a demonstrated ability to plan, prioritise, co-ordinate responses and manage workflows, manage multiple projects, and work with the team to meet deadlines and achieve results.
2. Ability to extract, analyse and present financial data, including use of Microsoft Excel and financial systems, particularly Oracle, TM1/Planning Analytics, Government Budget Management System (GBMS), Power BI and Certent Disclosure Management (CDM).
3. Extensive experience working in technical or management accounting, budgeting or a including the preparation of routine financial reports; or annual financial statements. This includes a strong understanding of, and experience with, interpreting and applying accounting standards and financial management best practice.

Highly desired

Whilst not mandatory, any of the following knowledge/experience/qualifications would be highly regarded:

1. Experience with TM1, or similar budgeting or planning tool (Hyperion/AnaPlan/Jedox/Board/Budgeting module of a General Ledger, etc) administration, process and rule coding (Export Transform Load process (ETL) and model or measure coding), dimension or master data management, or report development, as examples.
2. Experience developing Team, Branch or Corporate Power BI solutions or administering existing Power BI solutions.
3. Experience with report management in Certent Disclosure Management, or similar application, to manage financial statement generation.

Behavioural Capabilities

1. Sound organisational skills, including the ability to effectively manage multiple tasks.
2. Well-developed verbal and written communication skills that support effective communication with senior executive audiences, often from non-accounting backgrounds.
3. Demonstrated ability to effectively manage a team in meeting competing priorities and time frames, and to contribute to effective team performance.

Compliance Requirements/ Qualifications

1. Background checks may be required (for example: Citizenship/Visa/Identity/National Police Check).
2. Tertiary qualification in an accounting/finance discipline and relevant experience in reporting, budgeting, costings, or audit is essential.
3. CAANZ or CPA Australia membership, or membership of equivalent professional accounting body, or substantial completion of required coursework is highly desirable.
4. This position does not require a pre-employment medical.

5. This position does not require a Working with Vulnerable People Check.
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WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Finance/Systems Officer (position number P62974) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD 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	Occasionally
Designated workstation	Frequently

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)	Frequently
Peaks and troughs	Frequently
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	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	Never
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	Never

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