



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Division: Strategic Policy and Finance

Business Unit: Shared Services Finance

Position Title: Finance Functional Support

Position Number: P47284

Classification: ASO5

Location: Winyu House, Gungahlin/Hybrid

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

Within CMTEDD, Treasury is responsible for advising 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 Finance issues, including accounts payable and receivable and Whole of Government banking.

STRATEGIC POLICY AND FINANCE - OVERVIEW

Strategy Policy and Finance within Treasury is made up of 3 sub-groups, namely:

- **Shared Services Finance (SSF)** is responsible for providing essential services to the ACT Government Directorate including financial accounting and reporting, account payable, receivable, taxation, Debt management, Salary packaging and banking services.
- **Investments and Borrowings (IB)** is responsible for the management of the ACT's assets

and liabilities including superannuation liabilities and investments.

- **The ACT Insurance Authority (ACTIA)** is a statutory, providing insurance, claims and risk management services for ACT government. The authority also administers the office of the Nominal Defendant of the ACT, for default claim under the ACT Motor Accident Injury Scheme and the Default Insurance Fund, for default claims under the ACT private Workers' Compensation Scheme.

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.

POSITION OVERVIEW

The position is part of the Financial Applications Support Team (FAST) which provides business support to Directorates and the wider Shared Services Finance (SSF).

The team is responsible for activities that ensure compliance with relevant legislation, ACT Government financial policies and the integrity of the various financial systems managed by SSF (including Oracle E-Business Suite, PurchaseOrder-2-Payment contract management, Expense Management System and Westpac Corporate Online).

Tasks include, but are not limited to application setup and integrations, user training and support, data analysis and reporting.

WHAT YOU WILL DO

1. Under direction, perform functional support for financial applications including Oracle E-Business Suite, Expense Management System, Contract Management System, and various other business systems.
2. Undertake regular tasks which support stakeholders and our business requirements.
3. Support the ongoing development and improvement of financial processes and integrations to produce quality and timely financial information.
4. Participate with the development and delivery of stakeholder and team training.
5. This position does not involve direct supervision of personnel.

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. Have worked with financial applications, such as Oracle E-Business Suite, Expense Management and Contract Management Systems, or similar large financial systems.
2. Demonstrated analytical and problem-solving skills, especially with numerical and financial information.

Behavioural Capabilities

1. Attention to detail and accuracy, ensuring work is completed to a high standard.
2. Communication, interpersonal and representational skills.
3. Organisation skills, including the ability to effectively manage multiple tasks, determine priorities and meet strict deadlines.
4. Work both independently and in a team environment, including providing support to others, sharing knowledge, and actively promoting collaborative work practices to achieve team-based outcomes.

Compliance Requirements / Qualifications

1. *Background / Security clearance checks will be conducted.*

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Finance Functional Support (P47284) 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	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
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)	Never
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
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