



POSITION DESCRIPTION

Directorate: Education

Division: Chief Operating Officer Group

Business Unit: Strategic Finance &
Procurement/Schools Resourcing & Finance

Position Title: Assistant Director, School
Resourcing and Finance

Position Number: P72238

Classification: Senior Officer Grade C

Location: HBCTL/Work from Home

Last Reviewed: July 2026

DIRECTORATE OVERVIEW

The Education Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of government schools across the ACT and for regulating non-government school and early childhood education providers.

Our vision is that 'every child and young person receives an excellent education, delivered and supported by highly skilled and valued professionals' and our mission is to 'lead and deliver excellent, inclusive and equitable education where all are safe, valued and able to flourish.'

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.

Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/work-with-us> and <https://www.education.act.gov.au/>.

DIVISION OVERVIEW

The major responsibilities of the Chief Operating Officer Group are:

- Provision of strategic advice to the Minister and the Education Directorate.
- Promotion of a strong and collaborative culture through effective communication and links with internal and external partners and the broader community.
- Provision of enabling services such as Human Resource Management, Governance, Strategic Finance and Procurement, and Communications, Engagement and Government support functions.

SECTION OVERVIEW

Schools Resourcing and Finance Section: provides strategic budgeting and financial management support to schools to ensure schools operate within the authorising financial management environment and apply resources in an effective, efficient and economical manner. The section

continuously improves financial management business processes and systems to build financial confidence in schools.

This section also develops and releases school budgets through Student Resource Allocation (SRA) Statements and provide advice and direction in relation to SRA program and schools funding projects.

POSITION OVERVIEW

The Assistant Director is a member of the Schools Resourcing and Finance team, within Strategic Finance and Procurement and reports directly to the Director.

The role is responsible for providing expert advice and guidance to schools on a broad range of operational, financial, and business matters, ensuring compliance, accountability, consistency, and best practice across the system. A key focus of the position is the ongoing support, maintenance, enhancement, and continuous improvement of the School Resource Allocation (SRA) Model and Schools Operations Allocation (SOA) Model.

The role also requires experience in accrual-based public sector accounting and strategic budgeting, have strong technical and modelling skills to maintain, update and develop financial models, high level communication skills both written and oral, and the ability to develop and implement innovative solutions to complex problems.

WHAT YOU WILL DO

1. Assist the Director of the School Resourcing and Finance sub-section; including supervision, workflows and capability development of staff.
2. Undertake data analytics and provide high quality financial advice and support to all ACT government schools, particularly in relation to budgeting, resource management, financial reporting, statistics and financial management.
3. Preparation of the Student Resource Allocation, including maintaining the School Operational Allocation model and make quarterly payments to schools
4. Provide training, support, and advice to school-based staff in the use of SAS Sentral/Xero and TM1 financial system and schools financial management.
5. Prepare and coordinate submissions, papers and correspondence on briefings, other financial matters and administrative issues
6. Negotiate and liaise with Directorate and schools' representatives and other ACT Government agencies, as required.
7. Assist with school funding review, data analysis and special projects as required.
8. Contribute to team and branch priorities and undertake other duties aligned with the classification level to support the Directorate's objectives
9. Ensure that policies and procedures are in place to allow the Directorate to comply with the Financial Management Act 1996 and other legislation relevant to financial and resource management.

WHAT YOU REQUIRE

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

Professional and Technical Skills, and Knowledge:

1. Sound knowledge and understanding of, and experience in accrual-based public sector accounting, strategic budgeting and resource management and its application to systems and funding model development.
2. Management, leadership and administrative skills of a high standard, including well developed consultancy skills, and oral and written communication skills.
3. Strong ICT technical skills and analytical skills and ability to develop and implement innovative solutions to complex problems.

Behavioural Capabilities:

4. High level of initiative, personal motivation and ability to achieve objectives with limited direction.
5. Ability to work under pressure, meet deadlines and consistently provide excellent customer service.
6. A knowledge of, and ability to apply, equity and diversity, occupational health and safety, participative management principles and practices in the workplace.

Compliance Requirements / Qualifications – Highly Desirable

7. Accounting degree and membership of a relevant professional body is highly desirable.
 8. Advanced Excel skills with ability to integrate financial data is highly desirable.
 9. Proficient as an administrator and developer experience in a range of financial management information systems such as Xero and TM1 is highly desirable.
 10. Experience in financial management and compliance, particularly in relation to compliance with relevant legislation, policies procedures and guidelines is also highly desirable.
-

Staff employed in the ACT Public Service (ACTPS) are expected to model the [ACTPS values and signature behaviours](#) and general obligations as described in the Public Sector Management Act 1994 (PSM Act).