



POSITION DESCRIPTION

Directorate: Digital Canberra

Position Number: P70265

Division: Chief Performance Officer

Classification: ASO6

Business Unit: Strategic Finance

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

Position Title: Senior Finance Officer, Business Improvement and Systems

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 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, procurement services and portfolio management 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
- Strategic Sourcing and Portfolio Management

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

Working under broad direction, the Senior Finance Officer plays an important role in maintaining and improving financial business processes and reporting systems.

The position involves a diverse range of tasks including financial system and access administration, Chart of Accounts and credit cards management, and assisting in business improvement initiatives across Strategic Finance.

WHAT YOU WILL DO

1. Implement and maintain appropriate processes and systems, specifically TM1 and Power BI to ensure efficient resource allocation and recording of reliable financial information for decision making.
2. Assist in identifying business improvement initiatives across Strategic Finance and communicate recommendations to stakeholders to support strategic and operational efficiencies.
3. Assist in the development and maintenance of financial policies and guidelines, and ensure these are relevant and accessible.
4. Develop business relationships with executives, managers and other stakeholders.
5. This position does not involve direct supervision of staff.

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 financial reporting and budgeting functions.
2. Proficiency in the use of financial management information systems such as Oracle and TM1, and business intelligence and data visualisation tools such as Power BI, with experience developing systems and processes to meet compliance and reporting requirements.
3. Demonstrated ability to organise, report and monitor finances and other resources to assist and support clients to deliver services at the highest standard within available resources.

Behavioural Capabilities

1. Sound planning and organisational skills, including the ability to effectively prioritise and manage multiple tasks and demands to meet competing deadlines, working with minimal supervision.
2. Well-developed stakeholder engagement skills, including the ability to develop and maintain productive and collaborative working relationships, with a commitment to service principles and practices.
3. High-level written and verbal communication skills, including the ability to communicate with influence, target communication to audiences, and effectively liaise, negotiate and collaborate with a wide range of people.
4. Ability to solve problems by analysing information, and identifying and developing solutions to deliver improvement focused outcomes.
5. Adaptability to changing circumstances and multiple priorities and demands, and resilience while working in a constantly changing environment.

Compliance Requirements

1. A relevant tertiary qualification in Accounting, Commerce, Finance or a related discipline is desirable.
2. Professional membership in CIMA, CPA or ICA, or progression towards, is desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role 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	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation*	Occasionally

**Note: the position works in an Activity Based Work (ABW) environment. Under ABW arrangements, staff do not have a designated workstation/desk.*

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADOs)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
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)	Frequently
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	Never
Bending/squatting	Never
Push/pull	Never
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	Occasionally

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