CITY AND ENVIRONMENT DIRECTORATE (CED) POSITION DESCRIPTION

POSITION DETAILS

Position title: Director, Commercial Finance

Classification: Senior Officer Grade B (SOGB)

Position number: P21767

Division: Strategic Finance and Business Operations

Branch: Strategic Finance

Business Unit: Commercial Finance

Location: 480 Northbourne Avenue, Dickson

Reports to: Senior Director, Commercial Finance

Date last reviewed: November 2026

Position requirements: N/A

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED is established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport, and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent, and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks, or supporting regulatory access, our people contribute to a connected, inclusive, and resilient Canberra.

DIVISION OVERVIEW

The Strategic Finance and Business Operations Division is a fast-paced work environment with direct responsibility for: financial management and reporting; strategic finance; capital works reporting; strategic asset management; procurement, grants and contracts; insurances and claims; facilities, fleet and sustainability. Being part of this fantastic team gives you visibility of the financial and other corporate services the Strategic Finance Division provides to the directorate, with a breadth of work that is diverse and interesting.

The Strategic Finance and Business Operations Division is a newly established division focused on building, collaborative and people-centered culture, while partnering with business areas to deliver effective, sustainable outcomes for the community.

BUSINESS UNIT OVERVIEW

Being part of Strategic Finance supports the Directorate through the provision of a financial framework supported by financial reporting, accounting operations, and coordination and/or input into the annual budget and estimates functions. The Finance branch undertake, but is not limited to, the following:

- Provision of strategic and operational financial support and advice
- Development and allocation of internal and external budgets (including coordination of the Directorate's input into development of the ACT Government's annual budget papers)
- Preparation of financial performance reports for management and other key stakeholders
- Accounting for the Directorate's assets including coordination of the annual asset revaluation program
- Accounts receivable and accounts payable processing
- Development and maintenance of financial management information systems and processes
- Preparation of the Directorate's annual financial statements.

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candor and respect, and who have the motivation to drive projects from conception through to delivery.

We offer an interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.

DUTIES / RESPONSIBILITIES

The Director – Commercial Finance is a senior member of Strategic Finance, managing a small team. The role reports to the Senior Director Commercial Finance, will work closely with the business areas, Chief Financial Officer (CFO) and various internal and external stakeholders.

To be a strong contender for this role, you will be a skilful communicator, negotiator and influencer with a strong record of achievement in financial and client services. You will exemplify a high level of personal integrity and understand and contribute positively to the dynamics of the

team. You will have the capacity to lead through consultation and engagement to achieve desired results. You will have strong, considered and engaging people focus. You will successfully drive and implement a customer focused culture of excellence which is respectful, and contextually and environmentally appropriate.

The role is a challenging and demanding, responsible for managing the financial aspects of a broad range of multi-disciplinary, complex management accounting matters, specifically regarding finance business partnering, budgeting and project reporting. This role also includes responsibility for delivering the year-end financial statements.

The role is responsible for:

- overseeing and developing the capabilities of the Commercial Finance team and service charter;
- managing a small team to provide guidance, mentoring and direction to staff to foster a customer focused culture;
- oversee key branch accountabilities including internal budgeting, forecasting and general financial matters;
- ensure delivery of timely internal budgets with cost centre allocations;
- liaising with other teams to ensure seamless reporting and control;
- managing financial reporting aspects of project reporting through working closely with business areas and the External Budget and Financial Reporting teams;
- development and implementation of financial policies;
- managing the preparation and quality assurance of monthly financial performance reports to inform key stakeholders and decision makers;
- ensure compliance with legislation, accounting standards, and provide in-house training to staff to further develop their capabilities;
- foster and enhance effective relationships with key internal and external stakeholders;
- contribute to business and system improvements, change management and strategic planning; and
- other tasks as required.

You must understand, and work within, the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

The position involves direct supervision of a team.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviors** against the duties above. based on your skills, knowledge and behavior in relation to the duties/responsibilities listed above. Please refer to the advertising materials for information on how to apply.

Skills

- Demonstrated practical experience and leadership in financial management, financial reporting and budgeting activities in a public sector environment.
- Demonstrated capacity to lead and manage teams.
- Demonstrated ability to develop and maintain productive working relationships with stakeholders while achieving desired results.
- Demonstrated outstanding of organisational and time management skills to manage a high-performance team to achieve tasks within strict and tight deadlines.
- Highly developed communication skills.

Knowledge

- Demonstrate solid knowledge in management accounting, budgeting and financial reporting.
- Understanding of accrual accounting and budgeting with the ability to train and lead others in these.
- Strong analytical knowledge with an ability to analyse and interpret data to provide financial insights.
- Strong understanding of accrual accounting principles and an understanding of accounting standards and the *Finance Management Act 1996* (or equivalent framework).
- Knowledge of different computer products including the Microsoft suite of products and Finance Management Information Systems such as Oracle and TM1.

Behavior

- Proven ability to lead and mentor a customer focused team while fostering a positive work environment.
- Ability to deliver tasks within tight timeframes.
- A demonstrated ability to work with, and lead, different accounting and non-accounting professionals while delivering desired outcomes.
- Demonstrated ability to add value to the team, Division, CED and ACT Government based on the ACT Government Signature Values and Behaviours and the Directorate culture as described in the Division Overview.

- Demonstrated understanding and commitment to the implantation of Respect, Equity and Diversity (RED), participative work practices and Workplace Health and Safety (WHS), and compliance with the requirements of the Territory Records Act 2002.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

Highly Desirable:
Tertiary qualifications in Accounting or a related field and CA/CPA qualification or progress toward same is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Director, Commercial Finance (position number P21767) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

CED will lead by example through good work design and promoting a culture and environment that values, supports and promotes the health, safety, and wellbeing of ACTPS employees and, in turn, the ACT community.

As CED employees, we all have responsibilities under the Work Health and Safety Act 2011 to take all reasonably practicable steps to ensure that we do not do anything that creates, or increases, a risk to the health and safety of others.

A flexible, activity-based workplace with a creative and collaborative office environment and access to flexible working arrangements, subject to operational requirements. Current arrangements generally include three days per week in the office.

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 ***The position in an activity-based work environment***	Never

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)	Never
Peaks and troughs	Occasionally

Frequent paid 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)	Never
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	Never

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	Never
Exposure to potentially distressing case material	Never

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