POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Division: Office of the Director-General and Deputy Director General

Branch: Finance

Position title: Senior Director Finance Business Partners

Position number: P62097

Classification: Senior Officer Grade A (SOGA)

Location: Civic/Flexible

Last reviewed: January 2025

As a directorate within the Australian Capital Territory Public Service (ACTPS), Infrastructure Canberra is a values based organisation. As such, all employees are expected to embody the prescribed ACTPS Values of respect, integrity, collaboration, and innovation; and demonstrate the related signature behaviours. In addition, Infrastructure Canberra has the further values of safety and excellence.

Our values guide the way we work with each other, our delivery partners, our clients, the Canberra community, and the ACT Government. They define us as an organisation and are at the centre of everything we do.

DIRECTORATE OVERVIEW

Infrastructure Canberra is responsible for leading and supporting the procurement and delivery of the ACT Government's property and infrastructure programs.

We work closely with the ACT Government and private sector to deliver a range of civil, commercial, and social infrastructure - to design, build and construct the critical and landmark infrastructure that defines Canberra, and makes it one of the world's most liveable cities.

The key outputs we deliver include:

- directly procuring and delivering infrastructure projects designated by government as major projects
- delivering other whole-of-government infrastructure projects in partnership with directorates
- providing advice and industry representation on infrastructure matters
- providing property management and maintenance services to government and the community
- contractor pre-qualification and Industrial Relations and Employment (IRE) Certification, project management and reporting, superintendency of works, and Work Health and Safety (WHS) Active Certification.

DIVISION OVERVIEW

The Chief Finance Officer and the Infrastructure Canberra Finance team (Finance) report directly to the Director-General which leads Infrastructure Canberra and reports to the Head of Service and is accountable to ACT Treasury and relevant ministers.

Due to the significant scale and complexity, projects are managed by external boards who also have direct accountability to the minister responsible for each project.

BRANCH OVERVIEW

Led by the Chief Finance Officer, Finance enables the directorate's business areas with information and support to conduct financial activities and meet their financial obligations.

This is achieved through the provision of financial management and governance that includes, though is not limited to:

- providing strategic and operational advice in accordance with the *Financial Management Act 1996*
- establishing and maintaining financial controls, delegations, instructions, procedures, policies and financial management systems
- the development and allocation of internal and external budgets, including the coordination of Infrastructure Canberra's input into government's annual budget papers
- preparing Infrastructure Canberra's financial performance reports and annual financial statements
- project / capital works management and reporting
- accounts receivable and accounts payable processing
- maintaining cashflow and monitoring financial performance against budget.

POSITION OVERVIEW

As a key member of the Finance team, the Senior Director - Finance Business Partners is responsible for assisting the Chief Finance Officer in providing leadership to the team responsible for supporting the financial management of Infrastructure Canberra.

This position is a senior management role leading a team that provides high level specialist advice to the Chief Finance Officer and the executive on a diverse range of financial issues. The position assists in the delivery of a range of financial accountability functions within Infrastructure Canberra including budget preparation, financial reporting, financial analysis and planning, and adherence to the *Financial Management Act 1996*.

The Senior Director - Finance Business Partners will liaise across whole of government and with various external stakeholders to collaboratively improve financial management practices.

The primary responsibilities for this position are to:

- Oversees a team of financial professionals managing the financial aspects of large-scale infrastructure projects, which involves ensuring compliance with the Financial Management ACT (FMA) 1996 and adherence to best practises in public sector financial responsibilities.
- Provide leadership to the Infrastructure Canberra Finance Business Partner team delivering value-add financial services to various internal and external stakeholders. Give direction and performance support through skills and knowledge development and provide professional strategic financial services to Infrastructure Canberra business units and ACT Government directorates.
- Provide leadership through the development and on-going monitoring of Infrastructure Canberra internal budgets and forecasts including assisting the external budget team with aligning internal and external budgets, business case development and other related processes.
- Oversee and co-ordinate the development, maintenance, and management of financial reporting, budgeting, costing and all other related processes including the preparation of financial statements and reports, financial audit process, budget development, forecasts and costing / charge back activities. Overseeing accurate appropriation management in accordance with the stringent capital works requirements with a sound understanding of budgetary, reporting and legislative requirements, and the specific accountability mechanisms mandated by the financial management framework within the ACT Government.

- Identifying and mitigating financial risks associated with large scale and complex project delivery, including cost overruns, funding shortfalls by overseeing funding management of multi-year capital projects through budget proposals, strategic reprofiling, appropriation variation instruments, capital reserves and Treasurer's Advance.
- Apply conceptual and financial analytical skills including experience in interpreting accounting standards and policies as well as an understanding of and ability to apply the ACT Government Financial Management Framework.
- Develop, implement, maintain and manage an information architecture for cost recovery, strategic financial planning, business planning, service cost modelling and on-going sustainability and funding management of a fee-for-service business model.
- Achieve consistent high-quality results amid shifting priorities and tight deadlines with a strong commitment to excellence and professionalism. Provide oversight and where applicable management of various financial systems and all other related processes.
- Collaborate with Infrastructure Canberra managers and external stakeholders to ensure an effective compliance, governance and monitoring process and applicable mitigation strategies are in place for addressing key operational business and financial risks, and meeting business objectives.
- Drive the development, maintenance and implementation of financial policies and procedures relevant to the delivery of services in Infrastructure Canberra.
- Drive the development, implementation and monitoring of financial strategies that enable effective interaction and communication with Infrastructure Canberra and drive continuous improvement in relation to financial management.
- Provide overall management, motivation and leadership of the Finance Business Partner team to ensure objectives are achieved and individual team members reach their full potential.
- Provide strategic and operational support to the Chief Finance Officer and Deputy CFO in setting and meeting local, organisational, directorate and ACT Government wide objectives.
- Work in accordance with and uphold the ACTPS Code of Conduct and ACTPS Values of respect, integrity, collaboration, and innovation; and Infrastructure Canberra's further values of safety and excellence. Demonstrate the related signature behaviours and model actions consistent with the ACTPS Respect, Equity and Diversity (RED) Framework.
- This position reports directly to the Deputy Chief Finance Officer and does involve direct supervision of staff.

WHAT YOU REQUIRE

The following capabilities are required to perform the duties and responsibilities of the position. Applicants should address the capabilities with a maximum of two (2) pages.

Professional/technical skills and knowledge

1. Extensive experience in managing all aspects of a diverse finance team including providing direction and guidance to the team on technical aspects of accounting, annual financial statements, management reporting, internal and external budgeting and financial processing, having a thorough understanding of and experience with applying and interpreting the technical aspects of accounting standards, public sector legislation and financial management practices.
2. Extensive experience in internal and external budgeting and reporting processes in a public sector environment, preferably with project or government delivery, including management reporting, annual financial statements, financial audit management, annual and quarterly reporting and budget publications ensuring compliance with legislative, audit and governance requirements.

3. Demonstrated experience with strategic financial planning, funding management, costing analysis, cost recovery processes and project/service cost modelling practices to provide technical and strategic costing advice to various internal and external clients to ensure sustainable outcomes for multi-year projects and fee-for service business models.
4. Advanced knowledge and experience in managing the finance function for a large portfolio of complex infrastructure / capital work projects through high level understanding of accounting standards, financial management frameworks, and the ability to interpret and apply legislative and policy requirements in financial decision making, particularly in identifying, assessing and mitigating financial risks.
5. Demonstrated experience in developing, implementing and maintaining integrated financial management information systems and related data analysis tools including for example Microsoft Excel, TM1, Oracle E-Business Suite and Power BI.

Behavioural capabilities

1. Proven experience in leading and managing all aspects of a diverse finance team while working independently under limited direction and guidance and providing appropriate direction to other team members in order for them to reach their full potential.
2. Demonstrated resilience, forward thinking, planning, organisational and time management skills, to effectively self-manage and delegate multiple tasks, prioritise own and team's tasks to meet competing tight deadlines, and switch priorities quickly and comfortably in response to meeting business requirements and delivering agreed business outcomes.
3. Well-developed verbal and written communication skills, including experience in writing management reports, ministerial and executive briefings, and communicating complex accounting related issues and financial information to stakeholders with non-accounting backgrounds.
4. Demonstrated ability to establish and maintain effective and diverse business and cross functional partnerships, through collaboration, innovation, engagement, responsiveness, negotiation and influence.
5. Demonstrated understanding and proven commitment to ACTPS and Infrastructure Canberra ethical standards, and self-awareness, professionalism and WHS principles and practices.

Compliance requirements/qualifications

Highly desirable:

- Tertiary qualification in accounting/finance is preferred.
- Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA Australia or Chartered Accountants Australia and New Zealand (CA).
- Five plus years of public accounting and/or private industry experience with knowledge of accounting and finance practices and processes especially relating to a large portfolio of Infrastructure / capital works projects.
- Previous experience in managing Administrative Arrangements within a government context or during the merger or consolidation of private sector organisations is highly desirable. This includes coordinating complex change processes, aligning systems and procedures and ensuring compliance with governance and reporting requirements.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of this 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	Never
Designated workstation **(this is an activity based work (ABW) environment))**	Never
STANDARD HOURS	**FREQUENCY**
Flexible working hours (access to flex time)	Occasionally
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 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)	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	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	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	Occasionally