

Director, Finance and Procurement Position Description

Position details

Position Title	Director, Finance and Procurement
Classification	Audit Band 3
Reports to	Senior Director, Finance, Risk and Audit Quality
Salary	\$131,358 - \$141,147 plus superannuation

About the ACT Audit Office

- Vision:** An accountable and highly performing ACT Public Sector
- Role:** To provide an independent view to the ACT Legislative Assembly and community on the efficiency and effectiveness of the ACT Public Sector.
- Value:** Independence, Integrity, Professionalism, Respect, Learning and Innovation

The ACT Auditor-General is an independent Officer of the ACT Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promote public accountability in the public administration of the Australian Capital Territory.

The ACT Audit Office conducts independent financial and performance audits on ACT Government agencies and entities that receive ACT Government funding or resources. The results of these audits are reported to the ACT Legislative Assembly and the community.

The ACT Audit Office offers a range of flexible working conditions, including the ability to work from home, to balance staff circumstances with the needs of the Office. The Office invests in developing and supporting staff by providing them with learning and development opportunities.

The Professional Services Branch is one of three main operational areas within the ACT Audit Office. The Branch is responsible for providing a range of corporate support services across human resources, office management and administration, quality assurance and technical advice, governance, internal audit, risk, ICT and communications. The Branch plays a critical role in supporting the overall operations of the Audit Office and works closely with the Financial Audit and Performance Audit areas to support the overall effectiveness, governance and quality of the Audit Office's work.

About the role

The **Director, Finance and Procurement** is a key member of the ACT Audit Office's Professional Services Branch, responsible for managing financial operations and procurement activities. The role ensures the integrity, accuracy and timeliness of financial reporting, budgeting and procurement to support effective decision-making and resource allocation. The Director manages a Finance Officer and plays a key role in strengthening financial systems, processes and controls to support effective business planning, financial accountability and compliance. Additionally, the role involves building and maintaining strong relationships with the Legislative Assembly and its Committees, and ACT

Government Directorates, representing the Audit Office professionally to promote transparency and organisational credibility.

Key responsibilities of the Director, Finance and Procurement:

- Lead the preparation and presentation of accurate and timely financial reports, ensuring compliance with relevant legislation, financial reporting requirements, regulations and accounting standards.
- Perform comprehensive financial analyses and budgeting to inform executive decision-making, monitor financial performance, and proactively identify risks, opportunities and emerging cost pressures.
- Coordination of the Office budget, including liaising with Executives and Senior managers for input.
- Support the preparation of the Office's Statement of Performance and coordinate other whole-of-government financial reporting requirements.
- Monitor and report on the Office's financial results, providing analyses, insights and recommendations to the Senior Director and the Executive to inform decision-making.
- Manage the Office's insurance arrangements.
- Conduct regular reviews to ensure ongoing compliance with taxation obligations and legislative requirements, including BAS, FBT, and other tax-related reporting.
- Develop and implement internal controls, month-end procedures, and reconciliations to ensure data integrity, accuracy, and audit readiness.
- Maintain and enhance procurement processes by providing advice, guidance, and education to internal teams to ensure procurement practices meet government standards.
- Support the integration of finance systems and participate in system implementations or upgrades to improve reporting capabilities and operational efficiency.
- Maintain and promote policies and procedures relevant to area of responsibility by ensuring documentation is current, accessible, and effectively communicated to staff.
- Manage and coordinate the Finance Officer, providing guidance, coaching, and performance feedback to promote professional development and ensure effective delivery of finance activities.

Key selection criteria

Qualifications:

Relevant tertiary professional Accounting, Finance, Business Administration qualifications or completion or progression towards accounting and audit qualifications provided by professional accounting certifications (CPA Australia, Chartered Accountants Australia and New Zealand (CA ANZ) are highly desirable.

Professional/Technical Skills and Knowledge:

- Strong understanding and contemporary knowledge of financial reporting standards, taxation laws and procurement requirements with proficiency in financial systems and reporting tools.
- Experience and skills in financial management, budgeting, forecasting and compliance within public sector or financial services sector.
- Proficient analytical and problem-solving skills to assess complex financial data, identify issues and develop solutions.

- Strong interpersonal and communication skills to liaise effectively with internal teams, external agencies, and government bodies, and build collaborative relationships.

Behavioural Capabilities:

- Exhibits behaviours that accord with the values of the ACT Audit Office as set out in the ACT Audit Office's Strategic Plan.
- Integrity, professionalism, self-reliance, ability to work under pressure, and the demonstrated ability to lead and complete tasks on time and within budget.
- Demonstrated understanding and commitment to the principles of the ACT Public Sector Respect, Equity and Diversity Framework and work health and safety.

Position of Trust

ACT Audit Office employees are required to undergo employment screening. The Director, Finance and Procurement position is a Position of Trust 1 and therefore, if you are selected, you will have [Australian Government Security Vetting Agency](#) Baseline security clearance. If you do not have Baseline security clearance, the Office will undertake an internal security assessment against this criterion, while you await to apply for AGSVA Baseline security clearance. If your Baseline security clearance application is not successful, your employment in the role will be terminated.

Note: The conditions of employment of staff are contained in the *ACT Public Sector Management Act 1994* and related Public Sector Management Standards, except as provided for in the *ACT Public Service Administrative and Related Classifications Enterprise Agreement 2023-2026*.

Position description, classification and selection criteria approved.

Ajay Sharma PSM
Auditor-General
27 May 2026