



# POSITION DESCRIPTION

**Directorate:** Chief Minister, Treasury and Economic Development

**Division:** Economic, Revenue and Insurance (ERI)

**Business Unit:** ACT Insurance Authority

**Position Title:** Senior Director, Financial Services

**Position Number:** P09723

**Classification:** Senior Officer Grade A (SOGA)

**Location:** Canberra City, ACT

**Last Reviewed:** December 2025

## DIRECTORATE OVERVIEW

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The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

## DIVISION OVERVIEW

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The **Economic, Revenue and Insurance (ERI)** is made up of 3 sub-groups.

- **The Economic and Financial Group (EFG)** is responsible for providing advice on the economic and revenue policy and forecasting, federal financial relations, the management of the ACT's assets and liabilities including superannuation liabilities and investments, oversight of government business enterprises and the motor accident injuries and longterm care and support schemes.
- **Revenue Manager Group (RMG)** is responsible for administering the Territory's property, duty and payroll tax laws. It also administers a number of concessions schemes and Rental Bonds.
- **ACT Insurance Authority (ACTIA)** is a Statutory Authority, providing insurance, claims and risk management services for the ACT Government. The Authority also administers the Office of the Nominal Defendant of the ACT, for default claims under the ACT Motor Accident Injury Scheme and the Default Insurance Fund, for default claims under the ACT Private Workers' Compensation Scheme.

## **BUSINESS UNIT OVERVIEW**

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The Australian Capital Territory Insurance Authority (the Authority) is established under the ACT Insurance Authority Act 2005 (the Act).

The Authority's role is to manage the self-insurance arrangements of the ACT Government, to perform the function of Fund Manager for the Default Insurance Fund (DI Fund) and the statutory office of the Nominal Defendant. The DI Fund manages workers compensation claims that occur where an employer does not hold an ACT Workers Compensation policy, or where an insurer is unable to meet the costs of its workers compensation claims. The Nominal Defendant manages Motor Accident Injuries Scheme (MAIS) claims that arise when a motor vehicle is uninsured, unidentified, or subject to an unregistered vehicle permit.

The Act establishes the Authority as the ACT Government's captive insurer providing insurance services to all ACT Government directorates and statutory authorities, to meet the insurable claims and losses of ACT Government agencies. The Authority manages an annual insurance and reinsurance program to ensure cover in various insurance classes (Public Liability, Medical Negligence, Property, Director's & Officer's etc) for the Territory.

Additionally, the Authority provides risk management support to Territory Directorates and Agencies, through generic and tailored training sessions, both in person and through an e-learning platform, and conducts annual inspections of Territory property assets to identify risks and works with the Agency to control the hazards.

ACTIA Financial Services team forms part of the broader ACTIA team and is responsible for all ACTIA, DIF and NOD financial operations and reporting obligations. The Authority is financed through risk-based premiums that reflects the asset holdings and liability risks faced by each agency.

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.

## **POSITION OVERVIEW**

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The Senior Director, Financial Services is responsible for managing the functions of and leading the Authority's finance team in delivering the full range of financial services to all reporting entities managed by the Authority. Additionally, the role is responsible for driving the development, maintenance and implementation of financial policies and procedures relevant to the delivery of services in ACTIA.

As part of this role, you will work closely with the Authority's leadership group to meet strategic and operational objectives. This position requires an exceptional people leader with demonstrated experience of working collaboratively as part of an integrated leadership team, to manage stakeholder requirements, while delivering on the Authority's strategic objectives.

## WHAT YOU WILL DO

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The primary responsibilities for this position are to:

- Provide leadership to the Authority's finance team giving direction and performance support through skills and knowledge development and provide professional services to the Authority.
- Develop, maintain and manage financial reporting and all other related processes for the Authority including the preparation of Financial Statements and management of the annual audit process.
- Develop, maintain and manage the development and on-going monitoring of the Authority's budgets, forecasts and related financial processes.
- Develop, maintain and manage the Authority's Accounts processing and associated processes.
- Develop, maintain and manage the Authority's Financial systems and associated processes.
- Collaborate with the Authority's 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.
- Assist in driving the development, maintenance and implementation of financial policies and procedures relevant to the delivery of services in the Authority.
- Assist in the development, implementation and monitoring of strategies that enable effective interaction and communication with the Authority's clients and drive continuous improvement in relation to financial management.
- Assist in the overall management, motivation and leadership of the Authority's Finance team to ensure the team's objectives are achieved and individual team members reach their full potential.
- Provide strategic and operational support to the Authority's General Manager in setting and meeting local, organisational, Directorate and ACT Government wide objectives.
- Promote and support the Authority's policies, procedures, mission, values, and standards of ethics and integrity.
- This position involves direct supervision of staff.

## WHAT YOU REQUIRE

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

### **Professional / Technical Skills and Knowledge**

1. Extensive experience in the technical aspects of accounting, financial management reporting, government budgeting, financial processing, and asset management.

2. Demonstrated analytical and problem-solving skills with proven experience in preparing complex financial analysis and reconciliations using financial information systems and financial reporting and data analysis tools including advanced skills in Microsoft Excel, Word and PowerPoint.
3. Thorough understanding of and experience with applying and interpreting the technical aspects of accounting standards, public sector legislation and financial management practices.
4. Demonstrated ability to communicate complex accounting related issues and financial information to stakeholders with non-accounting backgrounds.

## **Behavioural Capabilities**

1. Proven experience in leading and managing all aspects of a diverse finance team while working independently with limited direction and guidance. Demonstrated ability to provide appropriate direction and development to team members in order for team members to reach their full potential.
2. Demonstrated forward thinking, planning, organisational and time management skills. This includes the ability to effectively self-manage and delegate multiple tasks, prioritise deliverables to meet competing tight deadlines, and switch priorities quickly and comfortably as needed.
3. Excellent verbal and written communication skills, including experience in writing and presenting management and Board reports. Demonstrated ability to establish and maintain effective and diverse business and cross functional partnerships, through collaboration, engagement, responsiveness, negotiation and influence.
4. Demonstrated understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism, and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

## **Compliance Requirements/Qualifications**

1. Tertiary qualification in accounting/finance.
2. Membership of a peak Australian accounting body such as CPA or CA. A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.
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## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Director, Financial Services (position number P09723) 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	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Never
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	Frequently
Frequent overtime	Occasionally
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	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally

Sequential repetitive movements in a short amount of time	Never
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<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
Frequent travel – interstate	Never

<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
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	Occasionally

<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Never
Personal Protective Equipment (PPE) required	Never