



# CITY AND ENVIRONMENT DIRECTORATE (CED)

## POSITION DESCRIPTION

### POSITION DETAILS

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**Position title:** Finance and Administration Manager

**Classification:** SOG C

**Position number:** P13966

**Division:** Territory and Business Services

**Business unit:** Yarralumla Nursery

**Location:** Yarralumla Nursery

**Reports to:** Senior Director, Branch Manager/General Manager

**Date last reviewed:** 07/11/2025

**Position requirements:** Refer to Compliance Requirements/Qualifications section below

### DIRECTORATE OVERVIEW

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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 was 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

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The City and Environment Directorate (CED) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, operating our public transport system, and maintaining many of Canberra's lakes and ponds. A number of the



ACT Government's commercial operations are run by CED, including ACT NoWaste, Capital Linen Service, Yarralumla Nursery, and Canberra Memorial Parks.

## BUSINESS UNIT OVERVIEW

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The historic Yarralumla Nursery is the largest wholesale nursery in the Southern Tablelands, which has a socially inclusive team of approximately 30 staff. The Nursery propagates and grows over 300,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species. We sell high quality plants to landscape, wholesale, and retail industries; Landcare groups; and local, state governments, as well, as the Australian Government.

## POSITION PURPOSE

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The Finance and Administration Manager plays a pivotal role in supporting Yarralumla Nursery by ensuring sound financial management and efficient administrative processes that enable the delivery of high-quality customer service and organisational outcomes. This position is responsible for managing key financial activities, including monthly reporting, accounts payable and receivable, and inventory oversight, while fostering strong relationships with internal teams and external stakeholders to achieve shared goals. Prudent financial management is central to our success, and your ability to maintain accuracy and integrity in all aspects of financial operations will be highly valued.

Your strong ICT capability will allow you to quickly learn and adapt to new systems, while your business acumen and attention to detail will support the development and management of activity-based costing models using nursery-specific software. We are looking for someone with enthusiasm for driving continuous improvement, leveraging technology to introduce efficiencies and lead change management practices that enhance the way we operate. Yarralumla Nursery is an operational environment which require pragmatic thinking to get things done.

## DUTIES / RESPONSIBILITIES

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### General Duties

- Manage the financial and administrative services of Yarralumla Nursery. Ensure compliance with the Financial Management Act, relevant statements and guidelines and departmental reporting requirements.
- Administrate, maintain and enhance the Nursery's Financial Management System and Inventory Management System to ensure reliability and compliance.
- Supervise team workflows, allocate responsibilities, and monitor performance to achieve objectives and deadlines.
- Prepare operational budgets, cashflow analyses, and ongoing financial reports to support informed decision-making.
- Provide strategic planning and business analysis support to executives and CED Finance, including financial advice and scenario modelling.



- Lead the development and implementation of processes and system upgrades to improve efficiency and governance through adoption of new technologies.
- Develop and implement strategic inventory management and costing frameworks to optimise stock levels, reduce waste, and align with long-term business objectives.
- Analyse industry and market data to inform inventory strategies and integrate them into broader financial and organisational planning and policy.
- Drive price management, including dynamic pricing strategies aligned with market demand and cost changes.
- This position involves direct supervision of staff.

## SELECTION CRITERIA (CAPABILITIES)

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Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Demonstrated current financial and administrative management knowledge and experience, and use of Financial Management Systems and Inventory Management Systems for a government business enterprise.
2. Ability to attain and analyse operational and market data to inform inventory strategies and integrate them into broader financial and organisational planning and policy.
3. Demonstrated Manufacturing Accountancy with the ability to implement strategic inventory management and costing frameworks to optimise stock levels, reduce waste, and align with long-term business objectives in an operational environment.
4. Experience and ability to produce well-structured written communication, supported by strong liaison and interpersonal skills, enabling effective engagement with clients across both public and private sectors.
5. Understanding of and commitment to CED values and the Code of Conduct, including workplace respect, equity and diversity frameworks, and best practices in workplace health and safety.

## COMPLIANCE REQUIREMENTS / QUALIFICATIONS

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- Driver's licence Class C is essential.
- Extensive experience in commercial manufacturing accountancy.
- Relevant qualifications desirable.
- This position does not require a pre-employment medical.
- This position does not require a Working with Vulnerable People Check.
- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with

temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.

## WORK ENVIRONMENT DESCRIPTION

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The following work environment description outlines the inherent requirements of the role of Finance and Administration Manager, position number P13966 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.

<b>ADMINISTRATIVE</b>	<b>FREQUENCY</b>
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	Frequently

<b>STANDARD HOURS</b>	<b>FREQUENCY</b>
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent paid overtime	Never
Rostered shift work	Never

<b>SOCIAL DEMANDS</b>	<b>FREQUENCY</b>
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

<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

<b>MANUAL HANDLING</b>	<b>FREQUENCY</b>
Lifting 0 – 5kg	Occasionally

Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Never
Sequential repetitive movements in a short amount of time	Frequently

<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	Occasionally
Exposure to potentially distressing case material	Never

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