



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Group: Revenue Management

Business Unit: Support

Position Title: Assistant Director, Finance

Position Number: P41073

Classification: Senior Officer Grade C

Location: Hybrid – combination of work from home and 220 London Circuit Canberra City

Last Reviewed: July 2026

DIRECTORATE OVERVIEW

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.

The 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 as demonstrate the related signature behaviours.

GROUP OVERVIEW

Revenue Management is responsible for providing advice on revenue and taxation administration; management of the Territory's taxation base including the development of revenue and taxation legislation; compliance activities; debt management; administering the Territory's rates and land tax including valuations, remissions and rebates (pensioners); administering concessions and grants in the ACT; and administering the Home Loan Portfolio. The Commissioner for ACT Revenue is a statutory position appointed, under the *Taxation Administration Act 1999*, by the Treasurer.

BUSINESS UNIT OVERVIEW

The Support Unit provides financial, corporate governance and policy advice, strategic planning, fulfils annual reporting requirements and maintains all legislation relating to ACT taxes; provides advice relevant to open access information under s23 of the *Freedom of Information Act 2016*. The unit is also responsible for undertaking budget projections and

adjustments relating to territorial revenue and expenses; ACTRO financial report; audit activities and liaison with internal and external stakeholders, including the Auditor-General's Office and the ACT Insurance Authority.

POSITION OVERVIEW

The position of Assistant Director, Finance, is a pivotal management role within the ACT Revenue Office, requiring a strong financial and accounting background, as well as experience in managing a small finance team. The position reports to the Senior Director, Corporate.

The Assistant Director, Finance is responsible for the delivery of financial management, reporting and budget functions for the ACT Revenue Office, while providing expert financial advice, team management and continuous improvement initiatives.

DUTIES/RESPONSIBILITIES

The Assistant Director, Finance will:

1. Be responsible for the preparation of monthly and year end reporting of revenue and expenses including monthly taxation revenue reporting to Treasury Executive, providing input into annual financial statements, and liaising with the ACT Audit Office and internal audit committees.
2. Provide expert accounting and financial advice to the Commissioner, senior management and staff.
3. Supervise and provide support to the Finance team members in daily activities, set priorities, monitor workflow and assure quality and accuracy of work, including journals and agency draw down requirements.
4. Develop and allocate internal and external budgets including coordination of the ACT Revenue Office's input into development of the ACT Government's annual budget papers.
5. Coordinate and produce reports for internal and external stakeholders including the Commonwealth Grants Commission.
6. Manage and resolve complex accounting and financial system issues within ACT Revenue Office.
7. Promote continuous improvement within the ACT Revenue Office and develop innovative solutions to improve the efficiency and effectiveness of systems and procedures.
8. Represent the Finance team at various internal and external meetings.
9. Prepare reports, briefing papers and general correspondence on a range of issues to various internal and external stakeholders.
10. Maintain high standards of integrity, professionalism and confidentiality in the management of information.
11. Provide training and support to Finance team members.

- This position does involve direct supervision of staff.
- This position does not require a Working with Vulnerable People Check.

Note: Occupants may be rotated to other positions at the same level within the Revenue Management Group, as required.

SELECTION CRITERIA

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

Professional / Technical Skills and Knowledge

1. Demonstrated skills and experience in a government finance role, including the preparation and coordination of financial reports and financial data analysis.
2. Demonstrated experience in developing and managing internal budget and ability to liaise with business units in relation to budget matters.
3. Demonstrated analytical skills and proven ability to make sound judgements in a complex financial environment.
4. Proven experience in resolving complex accounting and financial system issues.
5. Ability to work independently with limited supervision, to manage and coordinate the activities of a small team and to meet organisational objectives.
6. Demonstrated experience in financial systems (e.g. Oracle and TM1), including experience in the evaluation and implementation of new systems and/or upgrades to existing systems.

Behavioural Capabilities

7. Contribute to delivering a high standard of customer and community focused service.
8. Cultivate productive working relationships to achieve individual, team and/or organisational objectives.
9. Demonstrated understanding and commitment to 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.

QUALIFICATIONS/REQUIREMENTS

1. Tertiary qualifications in accounting/finance are highly desirable.
2. CPA or CA qualifications are highly desirable.
3. Experience providing financial management, reporting and budget functions in a government or public sector taxation/revenue management environment are highly desirable.

Further information on working at CMTEDD can be found at:

http://www.jobs.act.gov.au/data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Finance (Position Number P41073) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD 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	Frequently
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	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	Occasionally
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	Occasionally
TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
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	Occasionally
Exposure to potentially distressing case material	Never
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never