ACT Government
Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Position Number: P01578

Division: Office of the Director General

Classification: ASO6

Business Unit: Finance

Location: Various

Position Title: Senior Financial Analyst

Last Reviewed: September 2026

Position Requirements: Current baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

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.

DIRECTORATE OVERVIEW

Infrastructure Canberra's vision is to enrich and connect our communities through sustainable and transformative infrastructure, places and spaces. At iCBR, we are the Territory's expert on capital infrastructure, and our purpose is to efficiently develop, deliver and maintain infrastructure, places and spaces with our partners, for our community.
Our strategic priorities:

- Our people and our culture at our heart
- Excellence in service
- Partnering for success
- Better tools for outstanding outcomes.

We value safety, integrity, respect, excellence, innovation and collaboration and we uphold Yindyamarra to respect, honour, be kind, be gentle and be careful in every aspect of our work.
Our core functions:

- Supporting the planning, and leading the procurement and deliver, of government infrastructure programs and projects in partnership with ACT Government directorates.
- Leading leasing and associated property management and maintenance services across the ACT Government property portfolio.
- Leading the development, procurement and delivery of large-scale infrastructure projects for the

ACT Government.

- Coordinating and shaping the ACT Infrastructure Plan and Pipeline and developing a portfolio and program management framework to support ACT Government infrastructure initiatives.
- Providing strategic advice, expertise and assurance across the ACT Government and decision-makers, industry and key stakeholders on infrastructure policy, investment, planning, delivery and management.

DIVISION OVERVIEW

The Office of the Director General works collaboratively with the Minister's Office, the Director-General and other members of the Infrastructure Canberra Executive Team, Executives across the ACTPS, and key government and non-government stakeholders. This Office provides Governance, Ministerial and Cabinet, Human Resources and Corporate Services to Infrastructure Canberra that enables effective governance including risk and safety, audit, policy development, enhanced capability and robust corporate and government administration.

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, but is not limited to:

- Provision of strategic and operational financial support and advice in accordance with the ACT Financial Management Act 1996;
- Development and allocation of internal and external budgets, including coordination of the Agency's input into development of the ACT Government's annual budget papers;
- Preparation of financial performance reports for the Agency;
- Accounts receivable and accounts payable processing;
- Development and maintenance of financial management information systems and processes; and
- Preparation of the Agency's annual financial statements

WHAT YOU WILL DO

As a member of the Finance team, the Finance officer is responsible for supporting the financial management of Infrastructure Canberra. The position plays a key role by assisting 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 primary responsibilities for this position are to:

1. Preparation and co-ordination of timely, relevant and accurate financial and non-financial management reports, dashboards and data analysis and associated correspondence for stakeholders.
2. Reconcile, analyse, verify financial reports and data, gathering business insights for iCBR.
3. Communicate performance dashboards and liaise with the respective stakeholders on operational and financial matters.

4. Apply technical accounting skills and conduct cost modelling on requirements related to business cases and proposals.
5. Maintain sound knowledge of financial systems and analytics tools to research and analysis to enable analysis, cost modelling and performance reporting.
6. Collaborate with the internal and external stakeholders in developing strong relationships.
7. Development of the iCBR process maps and suggest ways to improve processes in order to support performance improvement.
8. Contribute to the continuous improvement and change within the workplace and other duties as required.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Experience in preparing accrual based financial reports, budgets and financial management reports in a cost recovery environment.
2. Proven experience in preparing financial reconciliations and ability in using financial information systems and financial reporting tools including TM1 systems.
3. Understanding of and ability to apply the data analytics tools including power BI.
4. Demonstrated experience with Microsoft applications Excel, Word and Power Point.

Behavioural Capabilities

1. Strong attention to detail and accuracy, particularly with numerical financial information. An innovative, forward-thinker with the ability to readily absorb new information, review data analyses, search for potential issues and present possible solutions.
2. Analytical and problem resolution skills, particularly the ability to understand financialdata and how issues integrate and impact the overall business.
3. Organisational and time management skills, with experience to manage multiple tasks, prioritise competing tight deadlines, switch priorities quickly in response to meeting business requirements and delivering agreed business outcomes.
4. Well-developed verbal and written communication and collaboration skills, including a strong ability to effectively communicate financial information to stakeholders with non-accounting backgrounds, maintain strong effective working partnerships and effectively liaise, negotiate with and influence a rangeof stakeholders.
5. Commitment to the principles of innovation, best practice, continuous improvement and dedication to team success, particularly learning from situations and experiences that build personal and collective capability.

Compliance Requirements / Qualifications

1. Tertiary qualification in accounting/finance or audit is highly desirable.
2. Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA is highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Financial Analyst (position number P01578) 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	Occasionally
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally

Designated workstation - *This position is in an activity based work environment*	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
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)	Occasionally
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)	Never
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	Never
Bending/squatting	Occasionally
Push/pull	Occasionally
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