POSITION DESCRIPTION

Directorate: *ACT Electoral Commission*

Position Number: *P40285*

Position Title: *Funding and Disclosure Officer*

Classification: *ASO5*

Reporting to: *Funding and Disclosure Manager*

Location: *Canberra City*

Last Reviewed: *July 2025*

AGENCY OVERVIEW

The ACT Electoral Commission is an independent statutory authority with responsibility for the conduct of elections and referendums for the ACT Legislative Assembly. The Commission delivers trusted, transparent, secure and accessible electoral services. The operating title of the office of the Commissioner and staff is Elections ACT.

POSITION OVERVIEW

The Funding and Disclosure Officer is responsible for assisting with the administration of programs, policies and procedures related to the ACT's Election funding, expenditure and financial disclosure scheme. This includes assisting with the administration of the compliance investigation program and the provision of stakeholder advice to ensure compliance with Part 14 of the *Electoral Act 1992.*

WHAT YOU WILL DO

1. Support in the administration, monitoring and review of the ACT Legislative Assembly election funding, expenditure and financial disclosure scheme.
2. Support with the administration of the compliance investigation program including the prohibited donor compliance project.

3. Assist in the development of programs and procedures in relation to Part 14 of the *Electoral Act 1992*.
4. Undertake processing, analysis and publication of financial disclosure returns.
5. Provide input into advice for stakeholders on election funding, expenditure and financial disclosures, in addition to processing applications related to political party registrations.
6. Contribute to the preparation of correspondence and reports.
7. Manage and deliver small projects and perform a variety of complex clerical tasks associated with the conduct of elections under the *Electoral Act 1992* and the *Referendum (Machinery Provisions) Act 1994.*
8. Assist in the management of minor fee-for-service elections.
9. Liaise and provide service to staff at all levels, including other Electoral Commissions, agencies and members of the public.
10. Maintain records in accordance with the *Territory Records Act 2002*.
11. Adhere to the ACTPS Code of Conduct.
12. Undertake other duties as directed.

WHAT YOU REQUIRE

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

Professional/Technical Capabilities

1. Awareness of the ACT's election funding, expenditure and financial disclosure scheme.
2. Capability to administer complex regulatory and enforcement programs.
3. Skills in the review and development of public sector procedures.

Behavioural Capabilities

1. Strong planning and organisational skills, with the ability to manage multiple tasks, prioritise competing deadlines and be accountable for delivering agreed business outcomes.
2. Resilience to effectively meet strict deadlines in a high-pressure, constantly changing environment while consistently demonstrating adherence to our values and a commitment to high-quality customer service principles and practices.

Compliance Requirements / Qualifications

1. This position may require a police check.
2. As an electoral officer the person occupying this position will be required to perform duties on election and referendum days.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of *Funding and Disclosure Officer* (position number *40285, XXX*) and indicates how frequently each of these requirements would be performed. Please note that Elections ACT 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	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	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	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	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	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	Occasionally
Personal Protective Equipment (PPE) required	Never