



POSITION DESCRIPTION

Directorate: Justice and Community Safety

Position Number: P44667

Division: ACT Corrective Services

Classification: Administrative Services Officer 5 (ASO5)

Business Unit: Corporate Services

Position Title: Senior Finance Administrative Officer

Location: 2 Constitution Avenue, Canberra City / Ngunnawal Country

Position Requirements: Nil

Last Reviewed: September 2026

DIRECTORATE OVERVIEW

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a safe, just and resilient and inclusive community.

Our purpose is to continuously improve the wellbeing of our community by delivering responsive justice and community safety services that:

- Maintain the rule of law and support a democratic society;
- Strengthens community safety;
- Protects people's legal and human rights and interests;
- Cares for and supporting people who are at a higher risk of vulnerability;
- Enhances timely access to justice;
- Builds community and business resilience to emergencies and disasters/disruptions; and
- Supports formal partnerships and shared decision making with First Nations Peoples.

We will invest in the capability of our people, and we will support them to deliver innovative and sustainable services for our ACT Community.

We will do this by demonstrating strong public sector values and behaviours; we will be community minded; legal and human rights focussed; inclusive and diverse; passionate about our work and we will listen to and genuinely engage with our stakeholders.

The Directorate advises and supports the following ministerial portfolios:

- Chief Minister
- Attorney-General



- Manager of Government Business
- Minister for Gaming Reform
- Minister for City and Government Services
- Minister for Night-Time Economy
- Minister for Police, Fire and Emergency Services
- Minister for Corrections
- Minister for Women
- Minister for Prevention of Family and Domestic Violence
- Minister for Human Rights

DIVISION OVERVIEW

ACT Corrective Services (ACTCS) is a part of the Justice and Community Safety Directorate, which delivers and contributes to upholding the rule of law, the Westminster style of democratic government and the principles of fairness, equity and tolerance in the relationship between the government and our community.

Our Values: **Respect | Integrity | Collaboration | Innovation | Dignity**

Our Vision: To be recognised as a leader in the provision of effective Corrective Services which positively change lives, reduce re-offending and prevent future victims.

Our Mission: To contribute to a safer community through:

- The safe, secure, decent and humane management of offenders both in custody and the community; and
- The provision of sustainable opportunities for offenders to lead law abiding and productive lives in the community through rehabilitation and reintegration.

BUSINESS UNIT OVERVIEW

The Corporate Services Branch encompasses specialist functions that are essential to the effective delivery of ACT Corrective Services. It is responsible for providing key administrative and strategic support across the organisation, covering the following business areas:

- **Information, Security and Business Solutions**
- **People and Culture**
- **Finance and Business Services**
- **Organisational Capability Unit (OCU)**
- **Strategy, Data and Research (SDR)**

Corporate Services functions work collaboratively across ACTCS to support the Commissioner and the operational areas of the agency, ensuring alignment with strategic priorities and the efficient delivery of services.



The **Finance** unit is located within the Corporate Services Division and is responsible for financial management for ACTCS.

The Finance unit provides financial support services to all divisions of ACTCS through the oversight of a range of financial functions including budget management, financial reporting, asset management, contract management, procurement and purchasing, accounts receivable, accounts payable, and the management and operation of the Detainee Trust Account.

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 and demonstrate the related signature behaviours.

POSITION OVERVIEW

The Senior Finance Administrative Officer, Finance and Reporting will undertake a range of accounting and financial activities including assisting in the preparation, operation and management of various financial reporting, compliance, and business services for ACTCS.

WHAT YOU WILL DO

Under the general direction of the Director, Finance and Reporting and the Assistant Director, Finance and Reporting, the Senior Finance Administrative Officer will:

1. Supervise and manage accounts payable within the Accounts Payable Invoice Automation Solution (APIAS), Oracle Cloud, TM1 reporting and accounts receivables within stipulated deadlines.
2. Review and action fortnightly pay reports, analyse business transactions on Oracle and TM1 for monthly reporting and reconciliations.
3. Assist in the preparation of accrual based financial management reports, prepare financial and non-financial information such as monthly accrual accounting, capital works reports, contract analysis, budget initiative and variance reports, fringe benefit tax expenditure, monthly journals to meet deadlines.
4. Assist in the management of fixed assets, ICT assets and portable & attractive assets and preparation of related information including insurance declarations. Assist in the preparation of end of financial year information.
5. Contribute to projects and undertake administration-related work as required.
6. Assist in the preparation and collection of accurate financial data and information for audit requirements.
7. Assist in the preparation of internal budget development and end of financial year information.
8. Collaborate with team members on continuous improvement of processes



9. Undertake other duties appropriate to this level of classification which contribute to the effective and efficient operation of the organisation and maintain records in accordance with the *Territory Records Act 2002*.

WHAT YOU REQUIRE

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 experience in the use of financial management systems, including Accounts Payable Invoice Automation Solution (APIAS), Oracle Cloud, TM1 (or similar), to support effective financial management and achieve business objectives.
2. Demonstrated knowledge and understanding of relevant financial policies, procedures, and compliance frameworks, with the ability to research, analyse, and interpret financial information to support decision-making.
3. Demonstrated oral and written communication skills, including the ability to prepare clear and concise reports, provide advice, and develop effective working relationships that contribute to continuous improvement across the agency.

Behavioural Capabilities

1. Demonstrated ability to build and maintain effective working relationships with internal and external stakeholders to achieve results, including a demonstrated ability to manage sensitive and confidential issues with integrity.
2. Demonstrated ability to effectively contribute to the outcomes of a team, working both independently and as a team to improve business results.
3. Demonstrated administrative and organisational skills, and a high level of attention to detail, demonstrated ability to plan, prioritise, coordinate, and manage workflows associated with a busy business environment.

Compliance Requirements/Qualifications

1. Relevant tertiary qualifications in accounting are desirable.
2. The successful candidate may be required to undergo a National Police check.
3. To be eligible for permanent or temporary employment within the ACT Public Service (ACTPS) you must be an Australian citizen, a permanent resident or hold a valid work visa.
4. If an officer no longer holds a visa that permits them to work in Australia, their employment with the ACT Public Service (ACTPS) will be terminated.



WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of **Senior Finance Administrative Officer (P44667)** 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	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
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	Frequently
Frequent overtime	Never
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)	Frequently
Working in a call centre environment	Never
Working directly with the public	Occasionally

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

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
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	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	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never