



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development
Directorate

Position No: P12102

Classification: SOGA

Division: Strategic Finance

Location: Canberra City/Work from home

Position Title: Senior Director, Budget
Management and Reporting

Last Reviewed: 9 September 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.

DIVISION OVERVIEW

The Strategic Finance Division is led by the Chief Finance Officer and is responsible for the delivery of a range of services to support efficient and effective management of financial resources across CMTEDD.

This includes coordination of external budget processes to support financial sustainability over time, establishment of the financial management framework to support responsible decision making and integrity, management of internal budget allocations to reflect organisational priorities, monitoring of financial performance to understand risks and opportunities, maintenance of accounts and records to ensure completeness and accuracy of financial reporting and design and administration of key financial management systems to provide insight and manage work.

Strategic Finance works in collaboration with a network of business partners who work in the business units that make up CMTEDD, providing localised financial management advice and information. Strategic Finance also works in collaboration with Shared Services Finance who provide whole of government financial services including managing the Oracle financial system, accounts payable, accounts receivable and general ledger transaction processing, taxation advice and returns and banking.

POSITION OVERVIEW

This recruitment is for the Senior Director, Budgeting and Management Reporting within the Strategic Finance Division.

You will be responsible for leading a team of finance professionals in the provision of reporting, budgeting, and finance partnering support. This includes working with your staff and business units to establish budgets and forecasts, providing advice to stakeholders on their financial performance, and assisting with day-to-day advice financial management of business units. Additionally, you will be responsible for delivering the Directorate's Budget Statements and budgetary inputs to the annual reports.

You will have a high level of autonomy in determining how the outputs of your team are delivered and will be strongly supported in pursuing opportunities for business process improvements. You will have the opportunity to experience a team culture which values a positive work-life balance without compromising on delivery.

There is a strong focus on professional development within the team and opportunities are available for Territory supported studies in addition to informal coaching and mentoring opportunities available within the Division. You will also have the opportunity to coach and mentor staff within the team with a focus on continued improvement and succession planning.

WHAT YOU WILL DO

1. Work with the CFO and Financial Controller to set the strategic direction and priorities for Strategic Finance.
2. Develop a high performing and highly engaged team, including actively managing and supporting learning and development opportunities and encouraging innovation.
3. Establish a safe and inclusive working environment across Strategic Finance and CMTEDD more broadly.
4. Coordinate all aspects of the Directorates annual Budget and Budget Review processes including supporting the development of budget proposals in collaboration with lead business units, managing relationships with Treasury and the production of the budget statements.
5. Develop annual internal budget allocations and support business units to establish detailed budgets with systems, processes, advice and tools to support effective monitoring of financial performance across the year.
6. Monitor monthly financial performance in collaboration with Finance Business Partners and providing advice and guidance to the CFO and the Executing Management Group on emerging issues and opportunities.
7. Assist with other key Strategic Finance priorities.

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 high level skills and experience in critical analysis of financial performance and business cases and accrual accounting concepts.
2. Demonstrated high level communication, interpersonal and representational skills and experience in bringing the finance perspective to decision making through quality reporting including the annual budget statements.
3. Understanding of ACT government financial management and budgeting frameworks.
4. Demonstrated analytical and problem-solving skills of a high order and the proven ability to make sound judgements and provide high quality advice.

Behavioural Capabilities

1. Demonstrated ability to effectively manage a team to deliver work in accordance with agreed time frames.
2. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Compliance Requirements/ Qualifications

1. Tertiary qualification in an accounting/finance discipline and CAANZ or CPA Australia membership is highly desirable.
2. This position **does not** require a pre-employment medical.
3. This position **does not** require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role 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	Occasionally
Designated workstation	Never

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	Occasionally
Access to Accrued Days Off (ADO's)	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)	Occasionally
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	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