

# CITY AND ENVIRONMENT DIRECTORATE (CED)

## POSITION DESCRIPTION

### POSITION DETAILS

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**Position title:** Director, External Budgets

**Business unit:** External Budgets

**Classification:** Senior Officer Grade B

**Location:** Dickson, ACT

**Position number:** P44759

**Reports to:** Senior Director, Financial Reporting and Assets

**Division:** Strategic Finance and Business Operations

**Date last reviewed:** June 2026

### DIRECTORATE OVERVIEW

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The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

## **DIVISION OVERVIEW**

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### **Strategic Finance and Business Operations**

The Strategic Finance and Business Operations (SFBO) Division is a fast-paced work environment with direct responsibility for: financial management and reporting; strategic finance; capital works reporting; strategic asset management; procurement, grants and contracts; insurances and claims; facilities, fleet and sustainability; and emergency management and protective security. Being part of this fantastic team gives you visibility of the financial and other corporate services the Strategic Finance Division provides to the directorate, with a breadth of work that is diverse and interesting.

The SFBO Division is new, with a positive and people-focused culture to support business areas to deliver outcomes for the community in a cost-effective way.

## **BUSINESS UNIT OVERVIEW**

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The Finance Branch sits within the Strategic Finance and Business Operations Group and is responsible for facilitating the management of the Directorate's budget and providing financial advice to the Minister, the Executive Leadership Group, Executives and line managers. The Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and co-ordinating the Directorate's budget and financial processes. The Finance Branch works closely with the Shared Services Centre to provide financial services, accounting and reporting capabilities of the Directorate.

The External budgets team is the main contact point between Treasury and the Directorate. The team works closely with Senior Executives and a range of internal and external stakeholders, to ensure the Directorates' budget are accurate, comprehensive, and addresses the Government's strategic priorities. In addition to managing the external budget process the team also leads the preparation of the Statement of Performance, managing the directorates reporting on non-financial measures.

The team operates in a supportive manner, with ample opportunity to apply strategic thinking, and build on your technical, communication and critical analysis skills.

## **POSITION PURPOSE**

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Under broad direction, the Director, External Budgets will be responsible for, but not limited to leading a small team in the management and co-ordination of Directorate's external budget and administration of internal Financial Reporting system (TM1).

## DUTIES / RESPONSIBILITIES

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1. Management of high level advice provided and review of treasury reporting/business cases, cash management.
2. Provide strategic and high level advice to the Chief Financial Officer and the Senior Management Team on financial trends and specific proposals.
3. Oversee and provide advice, review and assistance in relation to budget policies and rules including regarding review of business cases.
4. Manage and undertake consultation and high level negotiations, liaison and coordination across the Minister's office, Directorate and with other government agencies.
5. Oversee and undertake high level research, reviews or investigations, including drafting and preparation of reports, and associated papers executive level briefs, replies to Parliamentary questions Ministerial representations and other briefing material.
6. Develop, implement, and management of robust and appropriate financial controls and policy frameworks in close consultation with internal stakeholders and ACT Treasury.
7. Management of a team including provision of advice, guidance and mentoring of team members.
8. Contribute to delivery of the day-to-day activities of the Strategic Finance Team with a view to delivering the unit's common business goals and objectives.
9. As directed, undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.
10. This position **does** involve direct supervision of **6** staff.

## SELECTION CRITERIA (CAPABILITIES)

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Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Demonstrated detailed knowledge and experience in external budget development and statement of performance reporting in a public sector environment.
2. Sound knowledge in accrual-based accounting principles and the implication of the *Financial Management Act 1996* on financial management, budgeting and reporting.
3. Highly developed liaison and communication skills (oral and written), and the ability to negotiate, interrogate, communicate to stakeholders on behalf of the Directorate.

4. Strong analytical skills and a high level of attention to detail, with the ability to interpret and apply budget rules, Australian Accounting Standards and accounting policies where required.
5. Strong leadership and organisation skills, including the ability to effectively manage competing priorities for the team and deadlines in a high pressure environment.
6. Proven ability to lead team which has a positive team culture, including the ability to build a positive working environment with people from a diverse range of backgrounds.
7. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

## COMPLIANCE REQUIREMENTS / QUALIFICATIONS

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- Tertiary Qualifications in Accounting, Finance, Commerce or a related field, and Professional membership (or currently working towards) of CPA Australia/CAANZ or comparable bodies.
- A minimum of two years' experience in External Budget management.
- Experience in Government Budget Management System (GBMS) will be highly regarded.
- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.

## WORK ENVIRONMENT DESCRIPTION

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The following work environment description outlines the inherent requirements of the role of Director, External Budgets (P44759) and indicates how frequently each of these requirements would be performed. Please note that CED 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
<b><i>The position in an activity based work environment</i></b>	

<b>STANDARD HOURS</b>	<b>FREQUENCY</b>
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 paid overtime	Never
Rostered shift work	Never

<b>SOCIAL DEMANDS</b>	<b>FREQUENCY</b>
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

<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Never

<b>MANUAL HANDLING</b>	<b>FREQUENCY</b>
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

<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
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	Occasionally

<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Never
Personal Protective Equipment (PPE) required	Never