



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Position Number: P68173 (several)

Division: Budget, Procurement, Investments and Finance (BPIF)

Classification: Administrative Services Officer Class 4

Business Unit: Shared Services Finance

Location: Winyu House, Gungahlin

Position Title: Senior Finance Officer, Accounts Payable

Last Reviewed: February 2026

Position Requirements: Possession of, or the ability to rapidly attain, an ACT Baseline 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

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public (ACTPS), providing strategic advice and support to the Chief Minister, the Treasurer, other Ministers and the Cabinet on policy, financial and economic matters, service delivery, whole of government issues and intergovernmental relations.

As a central agency, the Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACTPS, to ensure that it is well positioned to perform its role.

Treasury, within CMTEDD, is responsible for providing advice to the Government and ACT agencies on budget and financial management, economic and revenue policies, infrastructure finance, federal financial relations, accounting policy and insurance for Territory risks.

Treasury is also responsible for collecting and managing taxation revenue, managing the Government's financial assets and liabilities, managing whole of government procurements, and broader procurement advice through Procurement ACT, and managing ACT Shared Services Finances issues including accounts payable and receivable and whole of government banking.

BUDGET, PROCUREMENT, INVESTMENT AND FINANCE - OVERVIEW

The Budget, Procurement, Investment and Finance (BPIF) within Treasury is made up of 4 sub-groups.

- **The Finance and Budget Group (FABG)** is responsible for advising government and agencies on the development of the Territory's budget; providing policy and budget advice on a range

of government priorities and services; and advising on financial issues relating to agencies and the Territory, including whole of government financial reporting.

- **Procurement ACT (PACT)** is responsible for the development and implementation of whole-of-Government procurement policies. Procurement ACT also provides procurement-related services to ACT Government agencies and the community, including in relation to whole of government arrangements.
- **Investments and Borrowings (IB)** is responsible for the management of the ACT's assets and liabilities including superannuation liabilities and investments.
- **Shared Services Finance (SSF)** provides centralised whole of government finance functions primarily related to financial reporting, finance operations (accounts payable/receivable/debt management) and financial applications management.

POSITION OVERVIEW

The key responsibilities of this role are to provide efficient, high quality, timely, and compliant support services in the Shared Service Finance environment.

The role supports the key financial operations functions of the environment and contributes to initiatives that aim to improve business process, service delivery, customer satisfaction and achieve shared team goals.

WHAT YOU WILL DO

The roles key responsibilities under general direction include:

1. Maintain accurate information and the timely resolution of enquiries relating to the processing functions in a high-volume Accounts Payable operational environment.
2. Deliver exceptional customer service aligned with the Territory's principles, practices, and behaviors, by consistently achieving outstanding satisfaction ratings from clients.
3. Work cooperatively within a team environment to achieve organisational and team based goals by establishing relationships with internal and external stakeholders.
4. Ensure compliance with work practices, procedures, guidelines and instructions, including the ability to interpret legislation related to the functions of the finance operations environment.
5. Identify and promote initiatives aimed at improving business process, service delivery, customer satisfaction and that contribute to a culture of continuous improvement.

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. Demonstrated capability in a high volume finance operations environment with a strong understanding of the Accounts Payable function.
2. Demonstrated capability in financial processing systems e.g. Oracle R12, Converga P2P, WBC Corporate Online, or similar, and with Microsoft Office applications.
3. Demonstrated knowledge of work practices, procedures, guidelines, instructions and legislative requirements relevant to a finance operations environment.

Behavioural Capabilities

4. Exceptional attention to detail, combined with strong problem-solving and numerical analytical skills
5. Demonstrate exceptional organisational skills and a proven ability to prioritise tasks, manage workloads and meet tight deadlines.
6. Ensure adherence to high-quality customer service principles, practices, and behaviors, maintaining a strong commitment to excellence even under pressure.
7. Proven ability to communicate clearly and effectively, both verbally and in writing, with a wide range of stakeholders and customers.
8. Demonstrated ability to work effectively and cooperatively as a member of a team, providing support to others, sharing knowledge and working collaboratively to achieve organisational and team based goals.

Compliance Requirements / Qualifications

1. A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role: Senior Finance Officer 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	Never
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	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	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	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally

Push/pull	Never
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