POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Division: Office of the Director General

Business Unit: Strategic Finance

Position Title: Assistant Director, Reporting

Position Number: P71383

Classification: Senior Officer Grade C (SOGC)

Location: Civic / Hybrid

Last Reviewed: May 2026

As a directorate within the Australian Capital Territory Public Service (ACTPS), Infrastructure Canberra 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

Infrastructure Canberra's vision is to enrich and connect our communities through sustainable and transformative infrastructure, places and spaces. At iCBR, we are the Territory's expert on capital infrastructure, and our purpose is to efficiently develop, deliver and maintain infrastructure, places and spaces with our partners, for our community.

Our strategic priorities:

- Our people and our culture at our heart
- Excellence in service
- Partnering for success
- Better tools for outstanding outcomes.

We value safety, integrity, respect, excellence, innovation and collaboration and we uphold Yindyamarra to respect, honour, be kind, be gentle and be careful in every aspect of our work.

Our core functions:

- Supporting the planning, and leading the procurement and deliver, of government infrastructure programs and projects in partnership with ACT Government directorates.
- Leading leasing and associated property management and maintenance services across the ACT Government property portfolio.
- Leading the development, procurement and delivery of large-scale infrastructure projects for the ACT Government.

- Coordinating and shaping the ACT Infrastructure Plan and Pipeline and developing a portfolio and program management framework to support ACT Government infrastructure initiatives.
- Providing strategic advice, expertise and assurance across the ACT Government and decision-makers, industry and key stakeholders on infrastructure policy, investment, planning, delivery and management.

DIVISION OVERVIEW

The Director-General's (DG) Office provides strategic leadership and oversight of the Directorate's operations, ensuring alignment with ACT Government priorities and Ministerial objectives. The Office works closely with the Executive Leadership Team and all divisions to deliver cohesive governance, policy direction, and operational performance. The Office plays a pivotal role in shaping, enabling and supporting directorate-wide strategy, promoting collaboration across government, and upholding accountability for delivering safe, timely and high-quality services and infrastructure to the ACT community.

BUSINESS UNIT OVERVIEW

Led by the Chief Finance Officer, Finance enables the directorate's business areas with information and support to conduct financial activities and meet their financial obligations.

This is achieved through the provision of financial management and governance that includes, but is not limited to:

- Provision of strategic and operational financial support and advice in accordance with the *Financial Management Act 1996*;
- Development and allocation of internal and external budgets, including the coordination of Infrastructure Canberra's input into the development of the ACT Government's annual budget papers;
- Preparation of Infrastructure Canberra's financial performance reports and annual financial statements;
- Project and capital works management and reporting;
- Accounts receivable and accounts payable processing;
- Development and maintenance of financial management information systems and processes.

POSITION OVERVIEW

This role will provide high quality technical accounting support, analysis and reporting, in compliance with accounting standards and ACT Government accounting policies and frameworks. The role reports to Director, Financial Reporting and will work closely with the Finance Business Partners, ACT Treasury, ACT Audit Office, Shared Services and other internal stakeholders within ACT Government.

WHAT YOU WILL DO

Under limited direction, the primary responsibilities for this position are to:

- Deliver routine accounting services including the preparation of accruals/journals for centralised accounts, intra-directorate internal trading eliminations and other complex accounting adjustments in accordance with accounting standards and ACT Government accounting policies and frameworks.
- Deliver routine reporting to Treasury on the Directorate financial performance.
- Assist in the delivery of the Directorate's routine financial reporting requirements and processes, including the preparation of monthly and quarterly financial reports.
- Assist in the delivery of the Directorates' annual financial statements, including direct responsibility for leading the preparation of several notes to the financial statements.
- Assist in the preparation of submissions to the relevant governance committees including the Performance and Risk Committee and Audit Committee.
- Assist in responding to internal and external audit requests, including preparation of workpapers and supporting documentation.
- Assist in providing high level advice, briefings, reports and correspondence to the Director-General, Executive Team and Ministers.
- Assist in the ongoing development and improvement of financial processes, policies, and procedures relevant to the finance functions within Infrastructure Canberra.
- Maintain records in accordance with the Territory Records Act 2002.
- Maintain productive internal and external relationships including with Infrastructure Canberra project teams, ACT Treasury, Shared Services, the ACT Audit Office, and other agencies.
- Work in accordance with and uphold the ACTPS Code of Conduct and ACTPS Values of respect, integrity, collaboration, and innovation; and Infrastructure Canberra's further values of safety and excellence. Demonstrate the related signature behaviours and model actions consistent with the ACTPS Respect, Equity and Diversity (RED) Framework.
- Undertake other duties appropriate to this level of classification which contribute to the effective and efficient operation of the organisation.
- This position may involve supervision and training of staff.

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 extensive experience in the preparation of accrual based financial statements, budgets and financial management reports.
2. Sound understanding of and ability to apply and interpret the technical aspects of accounting standards, public sector legislation and financial management practices.
3. Demonstrated experience in preparing financial reconciliations and using financial information systems and financial reporting tools including TM1.
4. Advanced skills in Microsoft applications Excel, Word and Power Point

Behavioural Capabilities

1. Strong attention to detail and accuracy, supported by excellent critical thinking and analytical skills, with the ability to identify issues, interpret financial data, and deliver practical, well-informed solutions.
2. Sound organisational skills, including the ability to effectively manage competing priorities and meet deadlines.
3. Clear and effective communication skills, with the ability to explain complex financial information simply and build strong cross-functional relationships through collaboration and influence.
4. Demonstrated understanding and proven commitment to ACTPS and Infrastructure Canberra ethical standards, and self-awareness, professionalism and WHS principles and practices.

Compliance Requirements / Qualifications

Highly Desirable

- Tertiary qualification in accounting/finance, audit, or related field.
- Membership and professional accreditation or progress thereto of a peak Australian accounting body, such as CPA Australia or Chartered Accountants Australia and New Zealand (CA).

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director, Business Support (position number P44533) 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	Occasionally
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Occasionally

Standing for long periods	Occasionally
Designated workstation *This position is in an activity based work environment*	Never

STANDARD HOURS	**FREQUENCY**
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
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)	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	Occasionally

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	Never
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	Occasionally
Low lighting	Occasionally
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 Steel Cap boots, high visibility and/or protective clothing, protective hardhat and glasses may be required when attending a construction site or other high risk environments.	Never