



POSITION DESCRIPTION

Directorate: Digital Canberra

Position Number: P70267

Division: Strategic Finance and Assurance

Classification: SOGB

Business Unit: Strategic Finance

Location: Hybrid working arrangements
(Winyu and work from home)

Position Title: Director, External Budget
Management

Last Reviewed: 7 August 2026

Position Requirements: Current baseline security clearance or ability to obtain and hold a baseline security 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

Digital Canberra leads the ACT Government's technology, digital, data, and cyber security services. We strive to improve the lives of Canberrans through delivering and supporting digital government services that are easy to access, save time, and are safe to use. We achieve this while also looking to the future – making technology investment decisions that will transform Canberra into a genuinely connected city.

Digital Canberra leads the implementation of the ACT Digital Strategy and ACT Digital Health Strategy, manages ICT infrastructure for our hospitals, schools, and public service, and represents the ACT at national digital, data, and cyber security forums.

Digital Canberra has a diverse workforce across many functions and sites. We have an inclusive culture, and we ensure our people are respected, valued and involved.

DIVISION OVERVIEW

The Strategic Finance and Assurance Group enables Digital Canberra to achieve its objectives by providing expert financial management, governance, risk, and procurement services that support sound decision-making and operational excellence.

Our role is to ensure the Directorate's financial sustainability and integrity by delivering accurate financial reporting, strategic forecasting, and robust budgeting processes. We strengthen

governance and assurance frameworks through effective risk management, compliance, and audit practices, while coordinating business planning and supporting corporate committees.

We also drive value for money and transparency in procurement by providing strategic sourcing advice, legal and vendor management support, and procurement planning that aligns with organisational priorities. Through these functions, the Group safeguards resources, promotes accountability, and enables the Directorate to deliver on government priorities with confidence.

The Group encompasses three branches:

- Strategic Finance
- Governance and Risk
- Procurement and Strategic Sourcing

BUSINESS UNIT OVERVIEW

Strategic Finance is responsible for the delivery of a range of services to support efficient and effective management of financial resources across the Directorate. 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 business units, providing localised financial management advice and information.

POSITION OVERVIEW

Director – External Budgets will work alongside the Senior Director to develop and coordinate the preparation of budget statements for Digital Canberra and related documentations, including reviewing business cases, policy proposals and developing the internal budgets in conjunction with the business partnering team.

You will have a high level of autonomy in determining how the outputs of your function 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.

WHAT YOU WILL DO

As Director – External Budgets, you will:

1. Lead and coordinate the preparation of budget statements for Digital Canberra and related documentations, including reviewing business cases and policy proposals.
2. Manage all aspects relating to the Government Budget Management System (GBMS) as part of the external budget process for the Directorate.
3. Facilitate the preparation of Financial Management Act 1996 (FMA) instruments.

4. Development and implementation of financial strategies, policies and management accounting practices that enable effective decision making, financial sustainability and achievement of long-term organisational objectives.
5. Deliver high quality financial analysis, insights and advice to senior executives on strategic investments, resource allocation, funding priorities, business cases and financial risks to support informed decision making.
6. Drive continuous improvement in management accounting processes, financial governance, and performance measurement frameworks to enhance efficiency, accountability, transparency and value for money outcomes.
7. Build and maintain strong relationships with senior stakeholders across the organisation and external agencies, influencing financial outcomes and providing trusted strategic advice on complex financial and commercial matters.
8. Ensure compliance with relevant financial legislation, accounting standards, government policies and governance requirements while promoting sound financial stewardship and risk management practices across the organisation.

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 working in the areas of government budget development, monitoring and reporting, including the preparation of budget statements and related documents.
2. A high level of understanding of budget and resource management systems including GBMS and TM1.
3. 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. Proven ability to work under limited direction, set priorities and deliver high-quality outcomes.
2. Strong leadership, stakeholder engagement and negotiation skills.
3. The ability to effectively influence across diverse teams with a collaborative approach.

Compliance Requirements / Qualifications

4. Tertiary qualification in an accounting/finance/economics discipline with experience in reporting, budgeting, costings or audit will be highly advantageous.
5. 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

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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation*	Occasionally

***Note: the position works in an Activity Based Work (ABW) environment. Under ABW arrangements, staff do not have a designated workstation/desk.*

STANDARD HOURS	FREQUENCY
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Occasionally
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	Never

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

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Never
Lifting 5 – 10kg	Never

Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never

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	Never
Exposure to potentially distressing case material	Never

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