



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Position Number: P60922

Division: Strategic Finance

Classification: SOGB

Position Title: Director, Procurement Compliance, Assets and Capital Reporting

Location: Canberra City

Last Reviewed: July 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 Treasurer, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, intergovernmental relations, and whole of government service delivery. The Directorate is also responsible for delivering a range of whole-of-government shared services including financial, payroll, and HR support.

The Director-General of CMTEDD is also the Head of Service.

DIVISION OVERVIEW

The Strategic Finance team is led by the Chief Financial Officer and is responsible for the financial and budgetary management of the Chief Minister, Treasury and Economic Development Directorate and the ACT Executive.

The Division oversees the day-to-day financial management activities such as monthly financial reporting, external and internal budget development, asset and cash management, and capital investment planning and performance. Additionally, the Division is responsible for maintaining the financial policy framework for the Directorate, producing the Annual Financial Statements, maintaining budget and reporting tools (TM1 and PowerBI), and providing financial analysis and advice to the Executive on a range of strategic matters.

POSITION OVERVIEW

You will be part of a collaborative finance team with responsibility for strengthening financial governance, compliance, and reporting across the Directorate. This unique role focuses on procurement compliance, asset management, and capital works reporting, ensuring the Directorate meets its legislative, regulatory, and financial management obligations.

In this role, you will lead and coordinate procurement assurance and compliance activities, provide advice and reporting on procurement and contract management practices. You will identify opportunities for continuous improvement, contribute to the development of guidance materials, and support capability uplift across the Directorate.

You will also play a key role in the management and reporting of the Directorate's asset portfolio and capital works program, including oversight of the Financial Asset Register, asset accounting, capitalisation processes, and capital works reporting. You will provide high-quality analysis and advice to support financial decision-making, ensure the integrity of asset and capital information, and contribute to the preparation of statutory financial reports and annual financial statements.

The role offers opportunities to be involved in improving reporting processes and systems, with strong support from the team. You will work in a positive environment that values work-life balance while maintaining high-quality outcomes.

There is a strong focus on professional development, with opportunities for Territory-supported study, as well as informal coaching and mentoring. You will also have opportunities to build your technical expertise and contribute to a culture of continuous improvement within the team.

WHAT YOU WILL DO

1. Continuously review and improve the Directorate's procurement processes, templates, systems and guidelines in line with changing legislation and Whole of Government (WhoG) requirements.
2. Effectively apply procurement and contracting principles, as well as legal interpretation and application, legislative rules, policy and governance in order to facilitate workable, defensible solutions for procurement projects.
3. Provide regular procurement and contract management information and training to Directorate staff via workshops, meetings and communications.
4. Maintain and manage the consolidated Procurement and Contract register, including the Compliance Breach register, Anticipated Procurement Activities register, the Single Select and Aboriginal & Torres Strait Islander (ATSIPP) exemption register.
5. Develop and administer the procurement and contract management monitoring and assurance program.
6. Lead the assets and capital works team to deliver asset accounting and reporting functions including quarterly cabinet submission to the Cabinet on capital projects.
7. Undertake other duties that contribute to the effective and efficient operation of the Strategic Finance Division.
8. This position does involve direct supervision and training of staff.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of this position.

Professional / Technical Skills and Knowledge

1. Demonstrated experience in the interpretation and application of legislations and frameworks, including compliance with relevant statutory and governance requirements.
2. Proven knowledge and experience in asset accounting, capital works or financial reporting, including the interpretation and application of accounting standards, financial policies, compliance requirements, and reporting frameworks.
3. Demonstrated experience in delivering compliance, assurance and reporting functions, including the ability to analyse complex financial and operational information, identify risks and control weaknesses, and implement process improvements to strengthen governance and business outcomes.

Behavioural Capabilities

1. Demonstrated ability to build and maintain productive working relationships with a diverse range of internal and external stakeholders, providing high-quality advice and influencing outcomes on sensitive, complex and confidential matters.
2. Highly developed written and verbal communication skills, including the ability to prepare reports, briefings, guidance materials and presentations, and communicate complex financial, procurement and compliance matters to a range of audiences.
3. Demonstrated experience leading and managing a small team, including setting priorities, developing capability, delivering high-quality outcomes under tight timeframes, and working both autonomously and collaboratively in a dynamic environment.

Compliance Requirements/ Qualifications

1. Tertiary qualifications in Accounting, Commerce, Finance or a related field along with professional membership of CPA/CAANZ are desirable.
2. Advanced knowledge of government procurement and contract/project management is desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of 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	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