ACT Government
Chief Minister, Treasury and Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Group: Finance and Budget

Business Unit: Financial Reporting and Framework

Position Title: Director

Position Number: P33581

Classification: Senior Officer Grade B

Location: Canberra City

Last Reviewed: November 2026

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.

We support flexible, hybrid working arrangements, fully supported by appropriate mobile technologies, to enable you to meet your needs and the needs of the business unit, whether working from home or at other available ACT Government locations across Canberra.

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 Directorate's other Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives and leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

PORTFOLIO OVERVIEW

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, procuring goods and services and capital works, managing several ACT Government venues and Shared Services, which provides financial, IT and HR support across government.

FINANCE AND BUDGET GROUP OVERVIEW

What we do

The Finance and Budget Group (FABG) is responsible for providing strategic policy and financial advice to the Government and agencies on the development and management of the Territory's budget. FABG supports the delivery of a range of government priorities and services through expenditure review, oversight of the Territory's Infrastructure Program and reporting framework, and the provision of advice on fiscal and budget matters.

Working at the centre of government, we collaborate closely with agencies and key stakeholders across the ACTPS. We have direct engagement with the ACT Treasurer, Treasury's Senior Executives and a range of external stakeholders, helping to inform government decision-making and policy implementation.

FABG comprises five branches:

- Budget and Infrastructure Coordination – provides strategic advice on the Government's financial position, coordinates the development of the Government's budget, coordinates the development and ongoing monitoring of the Territory's Capital Works Program and cross-government asset management policies, and provides advice on national partnership agreements and specific purpose payments with the Commonwealth Government.
- Government Services, Environment and Transport – provides financial and policy advice in relation to urban services, environment and planning, public transport, and economic development.
- Social Policy – provides financial and policy advice in relation to health, digital infrastructure, education, community services, justice and safety.
- Expenditure Review – is responsible for expenditure and operational review activities on specific services and functions as determined by the Government. It also undertakes broader cross-government reviews on discrete areas of activity or spending as requested.
- Financial Reporting and Framework – manages all financial framework responsibilities, and the budget financial statements and reporting creating a single point of reference on accounting issues.

Who we are

We are a diverse and high-performing team of policy, finance, economics and strategy professionals who work at the centre of government. Our people come from a wide variety of backgrounds across the community, public and private sectors, bringing different perspectives, experiences and expertise to our work.

We believe that diverse perspectives lead to better outcomes. We value integrity, collaboration, curiosity and excellence, and welcome people who bring innovative and creative ideas, communicate with candour and respect, and have the motivation to achieve positive outcomes for government and the community.

We foster an inclusive and supportive workplace where people are encouraged to contribute ideas, challenge thinking, continuously learn and develop their professional expertise.

What we offer

A unique opportunity to influence government decision making that shapes the future of Canberra and delivers tangible outcomes for the community. We offer an interesting, challenging and rewarding work environment, where you can see the impact of your contributions on government policy, public services and infrastructure investment, and providing staff with insight into government priorities, decision-making and policy implementation.

You will work alongside passionate, innovative and experienced leaders who are committed to supporting your professional growth and development. We provide a flexible and supportive workplace, including hybrid working arrangements and modern activity-based workspaces, in an environment that encourages collaboration, innovation and creativity.

The successful applicant will obtain:

- Central agency experience, including building your understanding of how government strategic policy priorities are developed and implemented
- A sophisticated understanding of the machinery of government, the budget process and government decision-making and policy implementation
- Stakeholder management and negotiation skills
- Ample opportunities to apply strategic thinking and further develop technical, communication and analytical skills
- Access to diverse career advancement pathways

The policy skills and financial management capabilities you will develop and practice in FABG are highly valued and readily transferrable to a range of future career opportunities across both the public and private sectors.

POSITION OVERVIEW

FABG is looking for an experienced professional to deliver two key responsibilities which are to manage and support Treasury's TM1 based applications (external budgeting known as the Government Management Budget System (GBMS) and the whole of government reporting system known as the Treasury Actual Reporting System (TARS)) and to manage the Territory's Government Finance Statistics (GFS) reporting obligations.

Strong contenders for this role will be:

- skilled at using TM1 in undertaking administrator functions to support Treasury's instance of TM1 which includes GBMS and TARS. This includes user access management, reference data set management, data transfers and validations, maintenance and improvement, and Certent CDM report management;
- experienced in using TM1 allocation and consolidation models to produce accurate consolidated financial outputs and reports;
- able to operate with a high degree of autonomy, manage competing priorities and take ownership of critical deliverables;
- able to exercise sound judgement and solve complex problems, including investigating data issues and implementing appropriate changes to ensure accurate and reliable reporting;
- highly skilled in financial reporting and accounting, with strong capability to apply Government Finance Statistics (GFS) principles and classifications, prepare and analyse GFS financial information, and resolve complex classification and reporting issues in a whole-of-government environment;

- highly skilled in financial data analysis, including reconciling information across systems, identifying anomalies and maintaining the integrity of financial reporting outputs;
- able to identify and implement improvements to financial systems and reporting processes, including opportunities to strengthen controls, automate processes and improve the efficiency and reliability of reporting; and
- a confident and effective communicator, able to support system users, work collaboratively with stakeholders and develop practical solutions to system and reporting issues.

During periods of high demand, applicants need to be prepared to work extended hours and on weekends. Access to flex-time and/or overtime arrangements are available where applicable.

WHAT YOU WILL DO

Duties may include, but are not limited to:

- manage and support Treasury's TM1 applications, including GBMS and TARS, undertaking core administration, data transfers and validation, reference data maintenance, user access management and system monitoring;
- support whole-of-government financial reporting, including the transfer, validation and consolidation of financial data used to produce consolidated financial statements, agency budget statements, cash drawdowns and other financial reports;
- manage GFS reporting processes, including maintaining reporting data, producing GFS reports in accordance with the GFS framework, completing quarterly and annual lodgements to the Australian Bureau of Statistics (ABS), and producing GFS disclosures for the Territory's budget papers, annual financial statements and related reports;
- resolve GFS data and reporting issues and act as a key liaison with the ABS on GFS matters;
- troubleshoot and resolve system, data and reporting issues, working with technical providers and ICT where escalation or specialist support is required;
- provide first-line support to GBMS and TARS users;
- maintain and improve the TM1 reporting environment, including participating in upgrades, testing, performance monitoring, capacity management and continuous improvement;
- support system governance and resilience, including security and continuity planning, licensing, documentation and knowledge management;
- work collaboratively with ICT, consultants and financial reporting stakeholders to implement system and reporting changes and deliver practical solutions;
- other ad hoc applications and financial reporting related activities; and
- understanding and working within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and modelling behaviour consistent with the ACTPS Respect Equity and Diversity Framework.

SELECTION CRITERIA

Applicants are to address <u>all</u> selection criteria in a statement or pitch that is no more than two (2) pages in length:

1. Demonstrated expertise in TM1, including the administration and maintenance of complex financial reporting and data processes, controls and user access. Preferably in the context of GBMS and TARS.

2. Demonstrated financial reporting and accounting expertise, with strong ability to produce accurate, high-quality financial information and reporting under the Government Finance Statistics (GFS) framework.
3. Highly developed analytical, judgement and problem-solving skills, with demonstrated ability to investigate and resolve system, data and reporting issues, maintain data integrity, and implement practical improvements with a high degree of autonomy.
4. Highly developed communication and stakeholder management skills, with demonstrated ability to provide effective support to system users, work collaboratively with technical and financial stakeholders, and communicate complex financial and systems matters clearly.

You will also need to provide separately a curriculum vitae or resume that is no more than two (2) pages in length, and the contact details of two referees.

QUALIFICATIONS/ELIGIBILITY/ OTHER REQUIREMENTS

Tertiary qualifications in relevant areas are highly desirable, with equivalent experience being mandatory.

Note: A merit pool will be established from this selection process which may be used to fill vacancies over the next 12 months for both temporary and permanent positions.

This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

The successful applicant must understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and modelling behaviour consistent with the ACTPS Respect Equity and Diversity Framework and may be required to supervise and mentor staff.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Analyst and indicates how frequently each of these requirements would be performed. Please note that CMTEDD 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	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)	Occasionally
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	Never

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

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
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