# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Finance Coordinator – External Budgets |
| Job Reference | 87424 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$ 102,724 k - AU$ 111,165 k per annum plus up to 15.4% superannuation |
| Location(s) | Canberra Preferred |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only |
| Position reports to the | Finance Manager – Budgeting & Government Reporting |
| Client Focus – Internal | 10% |
| Client Focus – External | 90% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Michelle.Santos@csiro.au |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

CSIRO Finance objective is to provide reliable, accurate, timely, customer-focused information and relevant value-adding, strategic insight to support and enable CSIRO’s financial sustainability through the effective use of resources.

The Finance Coordinator – External Budgets will provide budgeting advice and expertise with a strong focus on providing financial support to CSIRO and its controlled entities; achieve significant financial accounting and financial management outcomes; ensure the delivery of timely, accurate, and relevant financial budget information; provide advice to internal stakeholders; and assist management with the delivery of their CSIRO business objectives within the Commonwealth Budget process.

The position reports to the Finance Manager, Budgeting and Government Reporting, who reports to the Executive Manager, Finance Transformation.

CSIRO is a CPA Recognised Employer Partner.

### Duties and Key Result Areas

* Provide advice and support to business units on the development of New Policy Proposal (NPP) costings including detailed costing justifications
* Lead and undertake external budget process and budget documentation including maintenance of external budgets in the Central Budget Management System (CBMS).
* Lead the development and preparation of Budget publications including Portfolio Budget Statements (PBS) and Portfolio Additional Estimates Statements (PAES).
* Lead and undertake government reporting requirements, including Actuals reporting in CBMS and preparing CSIRO coordinated responses to Estimates Memoranda.
* Develop and provide strategic and technical advice on complex and sensitive matters including, the Budget Process Operational Rules, Australian Government Resource Management Framework, Ministerial submissions, Senate Estimate briefs and responses to Ministerial correspondence.
* Lead and assist with knowledge transfer across CSIRO Finance with the development and training of staff both inside and outside the immediate team.
* Lead the improvement of tools, systems, and processes to support the external budgeting process including writing and refreshing external budget operating procedures.
* Commit to achieving and contributing to CSIRO Finance Strategy objectives and deliverables.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Relevant Degree in accounting, commerce or business as well as study towards (or completion of) the CA or CPA Program, or equivalent relevant work experience.
2. Demonstrated technical knowledge and/or experience in external budgeting, and an understanding of the Australian Government financial framework, financial reporting and budget process.
3. Demonstrated ability in developing and communicating financial management advice with a strong focus on business partnering with key internal and external stakeholders.
4. Demonstrated sound judgement, forward thinking and impactful problem-solving skills to resolve accounting and budgeting issues in an accurate and timely manner.
5. Demonstrated capability in developing positive and productive relationships with internal and external stakeholders at all levels. Experience providing technically accurate, timely and consistent advice and services to relevant stakeholders.
6. Demonstrated proficiency in using the Microsoft Office Suite programs and systems such as CBMS.

## **Required Competencies**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others’ reactions.
* **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

Special Requirements

* The successful candidate will be required to obtain and maintain a security clearance at the Baseline Level.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted