# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Finance Manager – Financial Performance and Reporting |
| Job Reference | 87751 |
| Tenure | 2 years |
| Salary Range | AU$117,917 to AU$138,176 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Any Australia locations with CSIRO presence |
| Relocation Assistance | No |
| Applications are open to | * Australian Citizens Only |
| Position reports to the | Executive Manager, Finance Transformation |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 7-8 |
| Enquire about this job | Contact Sarah Lyons via email at sarah.lyons@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. |

### Role Overview

CSIRO Finance’s 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 Manager – Financial Performance and Reporting is part of the Finance Transformation team, which is responsible for the delivery of budgeting and performance reporting, financial systems and improvement, and delivery of strategic financial projects. The Finance Manager – Financial Performance and Reporting is responsible for the planning, monitoring, measurement and reporting of financial performance in CSIRO, providing specialist financial advice, analysis and organisational financial reporting to support development and execution of strategically aligned financial plans. This role contributes to the delivery of value-adding financial management across CSIRO through strategic financial analysis and reporting to support informed decision making, particularly to the CFO, CSIRO Executive and Board as well as some Enterprise Functional areas.

### The position reports to the Executive Manager, Finance Transformation, who reports to the Chief Finance Officer.

### Duties and Key Result Areas:

Lead the development and delivery of financial performance advice, analysis and reporting to CSIRO’s Board, Executive and CLT members. Manage the Financial Performance team, responsible for financial support to CSIRO’s Strategy team and processes, forecasting and analysis of the organisational results, the provision of business partnering services to CSIRO Enterprise Services functions and develop and govern standardised reporting for the broader Finance Business Partnering community.

**Forecasting, modelling and risk management:**

* Lead the delivery of performance analysis and modelling, including identification of risks and opportunities. Collaborate with finance community to ensure relevant information shared.
* Administer the development and management of opportunities and challenges to financial strategies across the organisation, including evaluation and treatment in collaboration with the Finance Business Partnering community
* Manage the development of scenarios to respond to organisational and Government priorities and strategy.

**Reporting and financial performance measurement for the organisation and required Enterprise Services functions:**

* Lead the delivery of quarterly reporting to the Board on performance and outlook.
* Lead the delivery of quarterly reporting to the Executive, including risk, performance, financial planning, budget alterations and major initiatives against established metrics and remediation advice.
* Develop and maintain the standard report products used by Business Unit and Enterprise Services Function leadership on financial performance metrics, risk and budget development.
* Deliver and undertake ad-hoc reporting to support the Board, Executive, CFO and CLT as required.
* Management of the Enterprise Functions budget position, including reporting for the area and Executive Team on financial position, forecasts, project planning and milestones, and compliance to key stakeholders. Where needed, influence and provide strategic advice to Management on how to achieve the desired budget position.

**Provision of strategic financial advice and analysis to support key financial decisions for the Executive, CSIRO Leadership Team and a number of Enterprise Services functions:**

* Build strong relationships with key stakeholders and develop direct reports to actively contribute as members of Enterprise Services functional management teams (where required) and the Finance Management team.
* Develop and/or review new investments or funding proposals, including analysis of business cases and proposals.
* Support the development and implementation of financial strategies.
* Undertake the analysis of major project feasibility and preparation of required documentation.
* Develop strategically aligned financial plans and investment cases.

**Other:**

* Lead or participate in teams assembled to address Finance Initiatives, Organisational initiatives or Business Unit issues or initiatives as required.
* Lead Financial team members on a day-to-day basis including all aspects of team member performance management and the identification of technical knowledge transfer opportunities, the stewardship of development needs and the enhancement of the Financial Management capability within the function.
* Other duties as directed. Key responsibilities may change or evolve to support the success of the Finance function in the Enterprise organisational model.

## **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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## **Selection Criteria**

#### Essential

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

* Degree in accounting, commerce or business as well as completion of the CA, CIMA or CPA Program, or equivalent relevant work experience.
* Demonstrated technical knowledge and/or experience in management accounting, reporting, forecasting, budgeting and project accounting.
* Demonstrated ability in developing and communicating financial management advice with a strong focus on business partnering with key internal and external stakeholders. Demonstrated influencing, advocacy and negotiation skills in a management team setting to represent Finance and achieve finance function goals and results.
* Demonstrated experience managing a high performing finance team which produces technically excellent and timely work consistent with achieving organisational goals and communicated KPIs.
* Demonstrated experience delivering effective finance leadership, role modelling based on CSIRO Values (or equivalent), a strong commitment to collegiate behaviour and knowledge sharing.
* Demonstrated experience in acting proactively, balancing competing priorities and for managing outcomes through periods of change.
* Demonstrated leadership and change management skills to support the development and implementation of strategic financial improvement initiatives in budgeting and reporting.
* Demonstrated capability in developing strong and trusted advisor relationships with senior Finance leaders, Executives, and members of CSIRO Board.

#### Desirable:

* Previous experience leading a finance team in an operational environment.
* High level Microsoft Office and SAP skills.
* Experience in government and private sectors

## **Special Requirement:**

* You must be an Australian citizen, with successful candidate either holding a Baseline, Australian Government security clearance or having the ability and willingness to obtain and maintain one

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