# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Finance Coordinator – Treasury and Compliance |
| Job Reference | 95930 |
| Tenure | Indefinite |
| Salary Range | AU$105,806 to AU$114,500 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Negotiable |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Finance Manager, Governance |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | TBC |
| Enquire about this job | Contact Greg Bailey via email at Greg.Bailey@csiro.au or phone +61 2 6276 6087 |
| 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

## Administrative staff in CSIRO provide administrative and management services to support the effective provision of research and development activities. This involves developing and implementing policies, systems, and procedures that assist the organisation and business units in achieving their objectives and meeting government and regulatory responsibilities.

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

The Finance Coordinator– Treasury and Compliance is part of the Finance Governance team and is responsible for the day-to-day supervision of the banking & treasury and credit card financial compliance teams. This Finance Coordinator role plays an integral part in ensuring the completion of all banking & treasury functions as per the required timeframes and processes. The position is also responsible for CSIRO Corporate Credit Card program to ensure appropriate controls, efficiencies, and effectiveness across CSIRO. The role requires well-developed stakeholder management, negotiation, and organisational skills.

The position reports to the Finance Manager, Finance Governance, who reports to the Executive Manager, Finance Operations.

### The position is a designated security assessed position requiring the successful candidate to hold or have the ability to possess and maintain a Baseline Australian Government security clearance.

### Duties and Key Result Areas:

* Supervise the daily activities completed by the banking, cash, and credit card support and compliance team to ensure activities are completed on time and with high levels of accuracy.
* Manage the treasury and cash management function, including developing investment strategies to maximise the use of CSIRO’s cash reserves.
* Maintain the relationship with CSIRO’s banking provider, including contract issues concerning the transactional banking and credit card program.
* Manage CSIRO’s corporate credit program to enable access to corporate credit card products and streamline reconciliation processes, supporting compliance and minimising risks to the organisation.
* Assist with the management of CSIRO’s expense management system including enhancements, expense configuration, internal content (ensuring all content aligns with the credit card compliance program), stakeholder management and working closing with internal teams.
* Implement and maintain a compliance framework to maintain and enhance controls for CSIRO’s credit card program.
  + Ensure audits and reviews of credit cards and financial transactions are completed.
  + Identification of trends and implementation of consistent controls and review frameworks to minimise risk.
* Assist with the development, implementation and execution of a procurement assurance program for low-value procurements
* Assist the Finance Manager – Finance Governance – to manage opportunities and challenges, including the development of treasury and compliance strategies to meet organisational priorities and strategies.
* Communicate openly, effectively, and respectfully with all staff, clients, and suppliers in the interests of good business practice, collaboration, and enhancement of CSIRO’s reputation.
* Contribute to innovation improvement and change initiatives across Finance and within own team, including staff (re)allocation due to business requirements changes.
* Other duties as directed. Key responsibilities may change or evolve to support the CSIRO Finance’s 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:** 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.

## **Selection Criteria**

#### Essential

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

1. Demonstrated technical knowledge and/or experience in managing treasury and compliance functions.
2. Demonstrated ability to identify and manage financial risk, provide mitigation strategies and where appropriate escalate to Business Unit Leaders.
3. Demonstrated ability to identify and analyse complex or ill-defined problems and develop appropriate alternative solutions.
4. Demonstrated ability to establish and oversee data integrity and compliance systems, proactive problem identification and execute appropriate responses to issue resolution.
5. Demonstrated ability to participate in ongoing knowledge transfer across the Financial Management team; provide advice on options and prepare a business case based on the recommended option.
6. Demonstrated ability to provide leadership, and direction for others in the team by coaching and supporting staff and fostering open communication and strong collaboration.
7. Proven ability to build strong relationships with internal and external stakeholders to achieve a high level of trust and respect to influence outcomes and communicate findings.

## **Desirable:**

1. High level Microsoft Office and SAP skills.
2. Previous experience managing a finance team in an operational environment.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

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

**As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to**:

* Excellent science
* Inclusion, trust & respect
* Health, safety & environment
* Delivery on commitments.

**In your application and at interview you will need to demonstrate alignment with these behaviours.**