# Position Details

## Administrative Services- CSOF4

|  |
| --- |
| The following information is for applicants |
| Advertised Job Title | Accountant – Financial Accounting and Tax |
| Job Reference | 96153 |
| Tenure | Specified Term of 24 months |
| Salary Range | AU$93,267 - AU$105,517 per annum (pro-rata for part-time)plus up to 15.4% superannuation |
| Location(s) | Open to all Australian CSIRO sites, preferred locations to be based from Canberra, Hobart, Melbourne  |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Manager – Financial Accounting and Tax  |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Angela Palmer via email at Angela.palmer@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 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).

**Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

### 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 accountant will provide day-to-day financial accounting advice and expertise with a strong focus on providing financial support to CSIRO and its controlled subsidiary entities. The accountant will contribute to the delivery of accurate and high-quality financial services, including preparation of monthly and annual financial statements, compliance activities and management reporting. This position will input to the delivery of value-add financial management and analytical advice and assist management with the delivery of their CSIRO business objectives.

The accountant reports to Manager – Financial Accounting and Tax.

### Duties and Key Result Areas

* Work closely with internal and external stakeholders in CSIRO and its subsidiaries to provide.
* Accounting advice, including forecasting and budget management of CSIRO’s smaller controlled entities.
* Accurately and efficiently undertake and manage financial accounting activities for CSIRO and CSIRO’s subsidiary entities, including maintaining the general ledger, preparation of ad-hoc reports, financial statements, and tax returns ensuring statutory compliance and adhering to the CSIRO Finance policies and processes.
* Analyse data, identify variances and trends and draw conclusions for reporting (written) or discussion with other stakeholders including ad-hoc, monthly, year to date and/or prior year budget and actual financial figures.
* Provide technical accounting advice to CSIRO finance and subsidiary stakeholders, including on revenue recognition and application of government financial regulations.
* Support the CSIRO consolidated financial statements process and reporting of financials to Department of Finance.
* Accurately undertake, supervise, and complete work with appropriate prioritisation, adding- value and looking for improvements to processes to ensure a high-level service delivery and performance.
* Responsible for contribution to ongoing knowledge transfer across the Finance team.
* Provide recommendations that are insightful and pragmatic, addressing issues and/or providing improvements for current and future needs of the business.
* Builds effective working relationships across the Finance function and wider CSIRO, working within and across team(s) to achieve objectives and deliverables.
* Other duties as directed. Key responsibilities may change or evolve to support the success of the Finance function in the Enterprise organisational model and to reflect major project priorities and responsibilities.

## **Selection Criteria**

#### Essential

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

* A tertiary qualification in accounting or finance and /or equivalent relevant work experience in a financial environment.
* Demonstrated experience in preparing and delivering and managing accounting transactions, reconciliations, and reports, ensuring accuracy, timeliness, and relevance.
* Demonstrated experience being proactive and using sound judgement and problem-solving skills to resolve issues and implement improved business practices.
* Strong Microsoft Excel skills and demonstrated proficiency in using the Microsoft Office suite of programs.
* Excellent written and verbal communication skills
* A proven ability to work well within a team, mentor, and coach team members.

## **Desirable**

* Demonstrated proficiency in using SAP, Xero or other FMIS.
* Demonstrated ability to apply financial policies, plan, prioritise and undertake accounting and Australian based tax activities including GST and FBT.

## **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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **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:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

* The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **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