# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Business Partnering Finance and Project Advisor |
| Job Reference | 96351 |
| Tenure | Specified Term of 2 years |
| Salary Range | AU$93,267- AU$105,517 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | All Australian CSIRO sites considered; 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 – Enterprise Services |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Adam Speers via email at adam.speers@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).

**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

### Administrative staff in CSIRO provides administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the business units to achieve their objectives and meet Government and regulatory responsibilities.

### The Finance Business Partner – Enterprise Services/Infrastructure is a key part of CSIRO’s Financial Performance team, who are responsible for tracking, reporting, forecasting, and providing advice to the CSIRO Executive, Board and Leadership Team on the organisation’s financial performance. The Finance Business Partner will provide day-to-do financial management advice and expertise with a strong focus on providing financial advice and analysis to either CSIRO’s Enterprise Services functions (including Growth, People and Operations functions), or CSIRO’s infrastructure portfolio (including an extensive property portfolio and IT portfolio including supercomputing infrastructure).

### The role will achieve significant financial reporting outcomes and contribute to the delivery of accurate, quality financial reporting, forecasting, and modelling, supporting the Finance Manager and Coordinators in delivering strategic and analytical financial advice across CSIRO and assisting with the delivery of CSIRO business objectives.

### This 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

* Preparation of internal management reporting, working closely with all of Finance to reflect insight on performance against operating and capital budgets, and to provide value-add commentary.
* Support the Finance Manager and Finance Coordinators through preparation of detailed organisational and functional forecasting, modelling and analysis, including working with internal stakeholders and managing the in-business forecast process and models.
* Monitor and assess CSIRO’s performance against budget and work across the Finance team; provide value-add insight on issues and risks in performance to the Finance Coordinator for inclusion in management reporting and advice.
* Provision of financial advice and analysis, including financial position, projections and risks, to support team outputs and processes. Proactively engage with in-business finance teams and organisational stakeholders to develop knowledge of key financial issues and risks, and to develop a detailed understanding of the financial status within each business unit.
* Contribute to the design, delivery and implementation of new processes and systems for management accounting in CSIRO, including responsibility for projects as required.
* Support the preparation of the annual Financial Statements through accurate delivery of financial reports and advice.
* Accurately undertake, supervise and complete work with prioritisation and adding-value being core components of high level service delivery and Finance performance.
* Responsible for contribution to ongoing knowledge transfer across the Finance team.
* 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.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, 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. A tertiary qualification in accounting or finance 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 management accounting, reporting, forecasting and project accounting in the government sector.
3. Demonstrated ability to identify and analyse financial position and risk, develop appropriate recommendations, and escalate as required.
4. Demonstrated ability to identify and analyse complex or ill-defined problems and develop and deliver appropriate alternative solutions. Demonstrated ability to ensure data integrity and compliance, proactive problem identification lead and recommend appropriate responses to resolve issues.
5. Flexibility, initiative, and agility to contribute to multiple teams, managing multiple priorities, and supporting various staff needs.
6. Ability to build strong relationships with 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*.*

## **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.
* 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