# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Finance Manager |
| Job Reference | 96397 |
| Tenure | Indefinite |
| Salary Range | AU$126,313 to AU$148,014 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/New Zealand Citizens and Australian Permanent Resident |
| Position reports to the | Executive Finance Manager |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | To be determined |
| 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. |

**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

The Finance Manager is a key supporter of either a Research or ES Business Unit and is a member of its BU Leadership Teams. The Finance Manager contributes to the delivery of value-add management by supporting the BU’s and Finance Leadership teams in meeting their objectives and CSIRO achieving its Strategy goals. This role is also a change champion for transformation in Business Partnering Service.

CSIRO is looking at how all Enterprise functions support research and part of Finances approach to this is to look at our Service catalogue and standardise and improve consistency.

### Duties and Key Result Areas

* Build strong relationships with key stakeholders and actively contribute as a member of BU management teams and Finance Management team.
* Lead Finance 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.
* Management of the BU’s budget position, including reporting for the BU’s and ET on financial position, forecasts, project planning and milestones, and compliance to key stakeholders. Where needed influence and provide strategic advice to the BU’s Management on how to achieve the desired budget position.
* Develop and provide analytical and practical finance plans and business strategies to improve the BU’s business performance.
* Provide high level technical expertise in the financial management service delivery and performance with a strong focus on the analysis and management of all the revenue and direct costs.
* Inform BU’s Management of Capability utilisation KPIs, efficiency options and trends.
* Through a cash management lens, plan capital expenditure, operating costs and influence contracting milestones.
* Manage the reporting of assurance issues and the follow up remediation actions.
* Highlight risks and opportunities through exception/compliance reports and Business modelling, including development of strategies to present to management on how to address these issues.
* Ensure the Finance team is a key partner and contributor with all commercial activities in the Business Unit and where appropriate our staff contribute to Organisational projects/teams.
* Mentor and develop our staff.
* Accountability for delivery of accurate and timely business advice and focus on contributing to the achievement of a positive, proactive, and collaborative environment in the Finance team.
* Lead the implementation of the outcomes of Finance Business Partnering Project, CSIRO and Finance Initiatives, or Business Unit implementation strategies as required.
* Communicate openly, effectively, and respectfully with all staff, clients, and suppliers in the interests of good business practice, collaboration and the enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research 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 procedures and policy, Diversity initiatives and Making Safety Personal 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 and/or finance or relevant work experience in a similar financial environment.
2. Strong knowledge and understanding of accounting standards and CSIRO financial policies and procedures to deliver reliable and compliant financial records.
3. Demonstratable qualities that would support leading teams including fostering an environment that encourages new ideas, knowledge transfer, and provides coaching and support for the development of emerging skills.
4. Demonstrated judgement; diversity of thought and ability to influence when working with conflicting priorities; meeting stakeholder’s different expectations; implementing change and challenging staff issues.
5. Ability to operate at a strategic level to deliver the BU’s and organisational objectives through a diverse team.
6. Ability to assess the risk and opportunity of identified strategies, options, and actions. Includes consideration of value-added future impact on outcomes.
7. Knowledge and experience of CSIRO systems and processes to develop and drive a financial strategy and associated KPIs to support, monitor and deliver the business unit and CSIRO objectives.

## **Desirable**

1. Demonstrated experience of working in Business Partnering and with a variety of stakeholders who have different levels of knowledge and understanding of CSIRO’s financial environment.

## **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.

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