



Position Details

Administrative Services- CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	Innovation Fund Deputy Finance Manager
Job Reference	98430
Tenure	Indefinite, Full-time
Salary Range	AU\$114k - AU\$123k per annum (pro-rata for part-time) plus up to 15.4% superannuation
Location(s)	Any CSIRO site AU wide
Relocation Assistance	Will be provided to the successful candidate if required
Applications are open to	<ul style="list-style-type: none">• Australian Citizens Only
Position reports to the	Innovation Fund Finance Manager
Client Focus – Internal	10%
Client Focus – External	90%
Number of Direct Reports	0
Enquire about this job	Contact Michelle Santos via email at michelle.santos @csiro.au or phone +61 02 6218 3401
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](#).

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](#).

Role Overview

Main Sequence and the CSIRO Innovation Fund Group was created by CSIRO to address the 'valley of death' between research and commercialisation. The Funds invest in translating Australian research into new companies that solve the greatest challenges in health, food, space, transport, security and decarbonisation.

The Innovation Fund Deputy Finance Manager will play a key part in our venture capital accounting team. The role will involve coordinating venture capital taxation matters, working closely with our tax advisors to ensure compliance and optimise tax strategies. It will also focus on overseeing core operational accounting activities. This position offers a unique opportunity to demonstrate and further develop expertise in both taxation and accounting while contributing to the growth and success of our venture capital initiatives.

Duties and Key Result Areas

Taxation Coordination (~50%)

- Manage, prepare and coordinate tax compliance and advice for the group (companies, trusts, partnerships) for domestic requirements with assistance from expert firms as required. Including income tax returns, BAS, RITC credit returns, FATCA/CRS, and tax distribution statements.
- Manage international tax compliance and advice (e.g. United States income tax returns, PFIC), with assistance from external firms as required.
- Ensure timely and accurate tax compliance, advice and reporting in line with regulatory standards, as well as accurate tax reporting to investors.

Operational Accounting Activities (~20%)

- Support day-to-day accounting operations, including capital calls, distributions, and other fund transactions, ensuring accuracy and policy compliance.

Financial Reporting and Analysis (~10%)

- Prepare and review fund performance metrics, investor reports, quarterly financial statements, and regulatory filings for government stakeholders.

Process Improvement and Compliance (~5%)

- Streamline and enhance accounting and tax processes.

Stakeholder Engagement (~5%)

- Support the manager in communications, reporting, and relationships with investors, external auditors, tax advisors, and financial partners.
- Build and maintain strong working relationships with key internal and external stakeholders including a strong and open relationship with the Australian National Audit Office, external auditors, Australian Taxation Office, Innovation Australia and other regulators.

- Support ongoing financial operations and strategic initiatives by working closely with the investment, operations and legal teams.

General (~10%)

- Assist the manager in leading the team, to ensure the provision of accurate, reliable, flexible and efficient financial processes, governance and systems that anticipate and meet customer needs, and that are compliant with regulatory requirements.
- Provide training and mentoring for other team members and foster a proactive and solutions-oriented environment for the team.
- Ensure client satisfaction by addressing issues promptly and constructively.
- Communicate effectively and respectfully with all staff, clients, and suppliers, promoting collaboration and upholding CSIRO's values.
- Comply with CSIRO's Code of Conduct, Health, Safety, and Environment policies, and diversity initiatives.
- Perform other duties as directed.

Selection Criteria

Essential

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

1. A degree in a relevant discipline such as Accounting or Finance, or equivalent relevant work experience.
2. A minimum of 5 years' experience in accounting or taxation, with a focus on financial reporting or tax coordination.
3. Proven experience in delivering taxation services within Australia and/or internationally.

Desirable

1. Advanced spreadsheet skills and proficiency with financial (e.g. Xero) and/or fund administration systems (e.g. Fundwave).
2. Experience in providing accounting or tax services within the venture capital industry.
3. Registered BAS and/or Tax Agent, or relevant experience as a BAS/Tax agent.
4. Knowledge of, or a strong interest in, the venture capital investment industry and its specific accounting requirements.

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.

Special 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](#) and [Main Sequence - a venture capital firm designed for deeptech \(mseq.vc\)](#) 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