



## Position details

### Administrative services- CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Advertised job title</b>	Financial Accounting and Tax – Deputy Manager
<b>Job reference</b>	101227
<b>Tenure and work schedule</b>	Indefinite Full-time We will explore options for part-time, job-share and flexible work arrangements based on needs of the role and individual circumstances.
<b>Salary range</b>	AU\$114,219k - AU\$123,605k per annum (pro-rata for part-time) plus up to 15.4% superannuation
<b>Location(s) and office arrangements</b>	CSIRO locations in major cities, preferred locations Canberra and Hobart
<b>Relocation assistance</b>	Not applicable
<b>Applications are open to</b>	<ul style="list-style-type: none"> <li>Australian Citizens Only</li> </ul>
<b>Position reports to the</b>	Finance Manager – Financial Accounting and Tax
<b>Client focus – internal</b>	80%
<b>Client focus – external</b>	20%
<b>Number of direct reports</b>	0
<b>Enquire about this job</b>	Angela Palmer, via email at <a href="mailto:angela.palmer@csiro.au">angela.palmer@csiro.au</a>
<b>Support and workplace adjustments</b>	We offer a range of reasonable supports and workplace adjustments. Please let us know via email: <a href="mailto:Sarah.lyons@csiro.au">Sarah.lyons@csiro.au</a>
<b>How to apply</b>	Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a> Internal applicants please apply via <b>Jobs Central</b> If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a>

## 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](#).

## About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world's largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](#), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](https://www.csiro.au) for more information.

## Role overview

The Accounting and Deputy Tax Manager assists to lead the CSIRO accounting and tax team, as well as providing finance support services to CSIRO subsidiaries. The deputy manager is responsible for ensuring technically accurate and pragmatic accounting advice and processes are in place for CSIRO and subsidiaries. The Deputy Manager plays a key role in coaching and leading junior accountants, furthering their development and contributing to a high performing team as well as being hands on in delivering accounting and finance objectives.

The Deputy Manager will drive business outcomes, ensuring delivery of timely, accurate, compliant and relevant technical, compliance and operational processes and advice. The Deputy Manager will also input strategic and analytical advice to CSIRO, subsidiary management and other internal and external stakeholders, and assist management with the delivery of their business objectives.

## Duties and key result areas

- Assist the Manager to lead and coordinate the function 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 and government requirements.
- Superior people management and interpersonal skills and proven success in developing and motivating high performing teams. Coaching team members, including accountability for the ongoing enhancement of the team's capability through a commitment to learning and development and effective knowledge transfer across the Finance function.
- Assist the Manager to establish and maintain a robust financial controls environment including creation of financial policy standards and procedures relating to accounting and tax, disseminating advice and educating the business and providing appropriate reports to relevant stakeholders.
- Management reporting, accounting, budgeting and forecasting for CSIRO subsidiaries.
- Preparation of papers and provision of advice for CSIRO Board and CSIRO Board Audit and Risk Committee and subsidiary committees

- 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 and other regulators.
- Ensure compliance with government legislation, taxation legislation and other relevant financial legislation, government practices and accounting standards.
- Meet management expectations of a high-quality financial management service with an emphasis on best practice and innovation in service delivery standards.
- Other duties as directed. Key responsibilities may change or evolve to support the success of the Finance function in the Enterprise organisational model.

## Selection criteria

### Essential

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

#### **Pre-Requisite**

1. Degree qualified CA/CPA or equivalent work experience.

#### **Essential Criteria:**

1. *Excellent leadership skills with a track record of developing, maintaining and motivating high-performing staff to achieve finance key performance indicators and leading change initiatives.*
2. *Demonstrated experience and strong technical and working knowledge of accounting standards, financial management frameworks and/or taxation.*
3. *Proven experience in preparing financial statements and providing value-added financial advice (accounting or taxation) and information to management, executives and the Board.*
4. *Superior communication, interpersonal and influencing skills and successful track record in developing and maintaining collaborative relationships (externally and internally) at peer and executive as well as team level.*
5. *Demonstrated ability to apply financial policies, plan, prioritise and manage accounting and tax activities, and shape and implement financial process and system improvements Demonstrated experience in working proactively, prioritising goals and being principally accountable for delivering value-add team financial results and balancing competing priorities*

#### **Desirable**

1. *Experience in Australian taxation and working with the Australian Taxation Office (FBT, GST and other matters). Or experience in dealing with international taxation matters.*

### Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don't let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

## 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.

## Setting you up for success

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via email: [Sarah.lyons@csiro.au](mailto:Sarah.lyons@csiro.au) if we can help you to equitably participate in our recruitment process or the role itself

## Life at CSIRO and flexible working arrangements

We [work flexibly at CSIRO](#), offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](#) and [career development](#) opportunities. To learn more, visit [Careers at CSIRO](#).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](#) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities,

cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

## CSIRO values

CSIRO is a values-based organisation committed to values-based leadership.

Value	Descriptor	Behaviour
<b>People first</b>	Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences.	<ul style="list-style-type: none"> <li>• Respectful</li> <li>• Caring</li> <li>• Inclusive</li> </ul>
<b>Further together</b>	We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems.	<ul style="list-style-type: none"> <li>• Accountable</li> <li>• Authentic</li> <li>• Courageous</li> </ul>
<b>Making it real</b>	We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change.	<ul style="list-style-type: none"> <li>• Partnering</li> <li>• Cooperative</li> <li>• Humble</li> </ul>
<b>Trusted</b>	We're driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia's trust in CSIRO.	<ul style="list-style-type: none"> <li>• Curious</li> <li>• Adaptive</li> <li>• Entrepreneurial</li> </ul>

## 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](#).

## 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.