



Position details

Administrative services- CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised job title	Financial Accounting and Tax – Deputy Manager
Job reference	101227
Tenure and work schedule	<p>Indefinite</p> <p>Full-time</p> <p>We will explore options for part-time, job-share and flexible work arrangements based on needs of the role and individual circumstances.</p>
Salary range	<p>AU\$118,102k - AU\$127,808k per annum (pro-rata for part-time)</p> <p>plus up to 15.4% superannuation</p>
Location(s) and office arrangements	CSIRO sites in the following capital cities: Canberra, Brisbane, Hobart, Sydney, Melbourne
Relocation assistance	Not applicable
Applications are open to	Australian Citizens Only
Position reports to the	Finance Manager – Financial Accounting and Tax
Client focus – internal	80%
Client focus – external	20%
Number of direct reports	0
Enquire about this job	Angela Palmer, via email at angela.palmer@csiro.au
Support and workplace adjustments	We offer a range of reasonable supports and workplace adjustments. Please let us know via email: Sarah.lyons@csiro.au
How to apply	<p>Apply online at https://jobs.csiro.au/</p> <p>Internal applicants please apply via Jobs Central</p> <p>If you experience difficulties when applying, please email careers.online@csiro.au</p>

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](#) for more information.

Role overview

The Deputy Manager assist with leading the CSIRO Financial Accounting and Tax team, leading the financial accounting and regulatory reporting functions and providing support services to CSIRO. The Deputy Manager is responsible for providing technically accurate and pragmatic accounting advice and ensuring appropriate processes are in place for CSIRO and subsidiaries. The Deputy Manager plays a key role in the preparation and delivery statutory financial reports for CSIRO and its subsidiaries.

The Deputy Manager will coach and lead 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, subsidiaries and other internal and external stakeholders, and assist management with the delivery of their business objectives.

Duties and key result areas

- Assist the Manager with the preparation and delivery of statutory financial reports for CSIRO and subsidiaries.
- 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 stakeholder 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 financial accounting 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 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 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 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
People first	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"> • Respectful • Caring • Inclusive
Further together	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"> • Accountable • Authentic • Courageous
Making it real	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"> • Partnering • Cooperative • Humble
Trusted	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"> • Curious • Adaptive • Entrepreneurial

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.

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