



Position Details

Administrative Services- CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS

Advertised Job Title	Finance Policy Advisor – Policy, Insurance, Compliance & Learning
Job Reference	102018
Tenure	8 months from Jan 2026
Salary Range	AU\$100,103 to AU\$113,251 pa (pro-rata for part-time) + up to 15.4% superannuation
Location(s)	All CSIRO Australian locations considered
Relocation Assistance	N/A
Applications are open to	Australian Citizens Only
Position reports to the	Finance Coordinator, Insurance and Financial Policy
Client Focus – Internal	80%
Client Focus – External	20%
Number of Direct Reports	0
Enquire about this job	Contact Stephanie Carey via email at Stephanie.Carey@csiro.au or phone +61 2 6276 6523
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 or call 1300 984 220.</p>

Role Overview

CSIRO Finance aims to provide reliable, accurate, timely, customer-focused information and strategic insight to support and enable CSIRO's financial sustainability through the effective use of resources.

The CSIRO Finance Policy Advisor is required to collaborate and consult with subject matter experts and key stakeholders in a finance setting to develop an effective finance governance and policy framework that reflects agreed practices and controls. They will ensure CSIRO Finance policies and procedures are easy to understand, provide clear guidance to staff, and reflect changes in finance practices, accounting standards, and government policy.

The occupant of the role is also responsible for undertaking activities related to published procedures to ensure there are control mechanisms to minimise risks and support a culture of accountability and compliance within CSIRO's financial procedure framework.

Duties and Key Result Areas:

- Under limited supervision, develop and revise best practice financial policy and procedures in alignment with all relevant legislation and Accountable Authority Instructions.
- Consult and collaborate with subject matter experts across CSIRO to develop an effective financial governance and policy framework.
- Co-ordinate quarterly finance compliance activities, communicating with all relevant teams within Finance to produce comprehensive reports and summary.
- Develop and review policies, procedures, systems and compliance frameworks and make recommendations to guide management decisions.
- Anticipate stakeholders' needs, ensure the relevance of the activity and achievement of team objectives, take personal responsibility for guaranteeing client satisfaction, and correct problems promptly in a constructive manner.
- Establish networks with other professionals both within and external to CSIRO to ensure the financial policy framework reflects current practices.
- Build knowledge and capability, display agility to contribute to multiple teams, manage multiple priorities, and support other functions within the Policy, Insurance, Compliance and Learning team where needed.
- 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.

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:** Recognise 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.

Selection Criteria

Essential

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

1. Demonstrated technical knowledge and/or experience in developing policies and procedures in consultation with subject matters experts and other key stakeholders.
2. Proven experience identifying and analysing complex or ill-defined problems and developing appropriate solutions to communicate clearly to stakeholders.
3. Excellent written and verbal communication skills with the ability to deliver clear, concise and compelling messaging to a broad audience.
4. Proven ability to achieve a high level of trust and respect and build strong, productive and collaborative relationships with stakeholders providing accurate and timely advice that influences outcomes.
5. Demonstrated ability contributing to a high performing team, working cooperatively to achieve common goals to an expected standard with high self-motivation and organisational skills.

Desirable:

1. An understanding of Government processes, including PGPA Act, Australian Accounting Standards and Accountable Authority Instructions.
2. Previous experience working in a finance team in an operational environment, in particular, developing finance policies or procedures and compliance reporting.
3. High-level Microsoft Office skills.
4. Previous experience with Sitecore or other content management systems.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

The successful candidate will be required to obtain and maintain a security clearance at the baseline level.

About CSIRO:

As Australia's Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to:

- Excellent science
- Inclusion, trust & respect
- Health, safety & environment
- Delivery on commitments.

In your application and at interview, you will need to demonstrate alignment with these behaviours.