



Position Details

Administrative Services- CSOF6

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	Finance Manager – Executive Reporting and Financial Analysis
Job Reference	99223
Tenure	18 month fixed term contract Full-time
Salary Range	AU\$131,113 to AU\$153,639 pa + up to 15.4% superannuation
Location(s)	Australia wide
Relocation Assistance	Will be provided to the successful candidate if required
Applications are open to	<ul style="list-style-type: none">Australian/New Zealand Citizens and Australian Permanent Residents
Position reports to the	Executive Finance Manager – FP&A
Client Focus – Internal	90%
Client Focus – External	10%
Number of Direct Reports	5
Enquire about this job	Jessica.Leyland@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 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

Finance Managers are experienced finance professionals who help manage the financial operations of CSIRO. Reporting to the Executive Finance Manager, they have a broad range of responsibilities that align with the delivery of sustained strategic financial objectives of the organisation. The role will integrate the internal budget and financial performance reporting teams to bring greater

reporting and analysis, technical capability and to create a single team to deliver enhanced reporting to our stakeholders.

The Finance Manager – Executive Reporting and Financial Analysis leads a team of finance professionals responsible for Internal budgeting, forecasting, Executive reporting (including Executive Team and Board), Data and standardised reporting, Balance Sheet & Cashflow reporting, plus insights and analysis. The Financial Planning and Analysis Team has key relationships with the finance community, Finance Leadership Team, CSIRO Management and Executive.

Duties and Key Result Areas

- Manage the financial process of reporting of CSIRO's results for month end, forecasts and Internal budgets ensuring results are accurately reported in line with accounting principles (P&L, Balance Sheet and Cashflow reporting). In addition, the owner of developing, communicating and implementing clear management reporting requirements, policies and timetables across the organisation.
- Combine accounting expertise with the knowledge of the latest trends in Finance to provide high quality financial planning and analysis with an emphasis on best practice and innovation in service delivery standards.
- Develop and maintain reporting products used by Research Unit and Enterprise Services Function leadership on financial performance metrics, risk, and budget development.
- Deliver and undertake ad-hoc strategic level reporting to support the Board, Executive, CFO and CLT as required.
- Influence and provide strategic advice on how to achieve the desired budget position including acting as a trusted advisor and have independence of action.
- Lead the Finance team members 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 including Balance Sheet and Cash flow reporting. In addition, demonstrate leadership skills to support the integration of the financial performance reporting and Internal Budget teams to deliver a new level of reporting capability.
- Communicate effectively and respectfully with all staff in the interests of good business practice, collaboration, and enhancement of our reputation.
- Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO and Finance Team objectives.
- Build and maintain strong working relationships with key internal and external stakeholders particularly a strong and open relationship with the Office of the COO and Finance Leadership Team.
- Adhere to the spirit and practice of CSIRO's Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
- Other duties as directed.

Selection Criteria

Essential

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

1. Education/Qualifications: A tertiary qualification in Accounting or Finance or business as well as relevant leadership experience in a financial, reporting and analysis environment. Full membership of CAANZ/CPA Australia or equivalent.
2. Greater than 5 years' experience in a senior financial planning and analysis role including demonstrated experience in financial planning and analysis processes, financial modelling, and forecasting.
3. Superior knowledge and experience in use of analytical tools and relevant ERPs to deliver excellent analytics and reporting
4. Demonstrable 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.
5. 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.
6. Proven experience in translating complex financial information into effective management information and providing value-added financial advice and information to CSIRO's Management, Executive and Board.
7. Proven experience in understanding risk to facilitate informed decision making and advice.
8. Superior communication including report writing skills, interpersonal and influencing skills and successful track record in developing and maintaining collaborative relationships (externally and internally) at peer, as well as team level.
9. Demonstrated ability to lead conversations with senior stakeholders to articulate business needs and develop an appropriate strategic response.
10. Demonstrated ability to effectively challenge, coach and hold leaders to account, i.e., managerial courage.
11. A track record of being able balance the needs of multiple stakeholders.
12. A history of anticipating and managing problems in ambiguous situations. An ability to assess the risk and opportunity of identified strategies, options and actions while overcoming problems and setbacks in achieving goals.

Desirable

1. Experience using contemporary reporting technologies.

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.

About CSIRO

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](#)

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