



## Position Details

### Technical Services- CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Advertised Job Title</b>	SAP Solutions Business Support Analyst - Finance
<b>Job Reference</b>	99887
<b>Tenure</b>	Indefinite, Full-time
<b>Salary Range</b>	AU\$96,811 - AU\$109,527 per annum (pro-rata for part-time) plus 15.4% superannuation
<b>Location</b>	Acton, ACT (Black Mountain, Canberra)
<b>Relocation Assistance</b>	Will be provided to the successful candidate if required
<b>Applications are open to</b>	Australian Citizens Only
<b>Position reports to the</b>	Team Supervisor – SAP Solutions Business Support team
<b>Client Focus – Internal</b>	100%
<b>Client Focus – External</b>	0%
<b>Number of Direct Reports</b>	0
<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> 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

As part of the SAP Solutions Team in the Information Technology & Management (IM&T) Business Unit you will provide SAP system support and advice as part of the Business Support subteam and have a positive impact in CSIRO by:

- Working collaboratively with key Finance and IM&T staff to establish the design and development of systems to support projects within the Finance roadmap.
- Bringing together multiple functions across the organisation to create a streamlined and harmonious systems experience for our people.
- Harnessing insights and data from across CSIRO to inform the development of system solutions that support leading practices and processes.
- Working collaboratively with Finance, IM&T and Business staff to ensure our systems are inclusive, streamlined, and simplify all components of CSIRO Finance processes.

## Duties and Key Result Areas

- Help establish a culture of continuous improvement and curiosity across all aspects of the finance systems lifecycle.
- Work with Finance and IM&T teams to ensure that solutions are delivered with the appropriate levels of quality, performance, availability, security, supportability, reusability, sociability and automation.
- Work with key staff in the CSIRO Finance function to deliver systems to support the Finance Systems roadmap.
- Effectively represent the SAP finance and procurement functions across CSIRO.
- Adhere to the spirit and practice of CSIRO's Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.

## Selection Criteria

### Essential

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

1. Demonstrated understanding of basic concepts and processes in accounting, purchasing, budgeting, revenue management and financial reporting as they apply to an Australian government organisation, and ability to leverage the knowledge effectively when analysing SAP finance and purchasing system issues and solutions.
2. Demonstrated experience in configuring and supporting one or more of SAP Enterprise Resource Planning (ERP) Finance/Materials Management/Sales & Distribution/Project System modules, and SAP Supplier Relationship Management (SRM).
3. Demonstrated experience with writing functional specifications to translate business needs into system requirements for developers.

4. Demonstrated experience with SAP Finance interfaces to non-SAP systems in areas such as troubleshooting integration errors related to data, testing changes and adding enhancements.
5. Proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses by adapting and testing alternative solutions.
6. Demonstrated ability to work autonomously, flexibly and with initiative to communicate, collaborate and work effectively within a team and across organisational boundaries.

## 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:** Recognises 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.

## Special Requirements

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

- The successful candidate will be asked to obtain or provide evidence of a National Police Clearance or equivalent. 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 NV1 Level.

## About CSIRO

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