



## Position details

### Administrative services- CSOF4

#### THE FOLLOWING INFORMATION IS FOR APPLICANTS

<b>Advertised job title</b>	Finance Advisor - Executive Reporting and Financial Analysis
<b>Job reference</b>	102188
<b>Tenure and work schedule</b>	Indefinite
<b>Salary range</b>	AU\$100,103 - AU\$113,251 per annum (pro-rata for part-time) plus up to 15.4% superannuation
<b>Location(s) and office arrangements</b>	Any AUS CSIRO location considered - Hybrid/flexible working options
<b>Relocation assistance</b>	Will be provided to the successful candidate if required
<b>Applications are open to</b>	Australian/New Zealand Citizens and Australian Permanent Residents
<b>Position reports to the</b>	Finance Manager – Executive Reporting and Financial Analysis
<b>Client focus – internal</b>	90%
<b>Client focus – external</b>	10%
<b>Number of direct reports</b>	0
<b>Enquire about this job</b>	Contact Cameron Moore via email at <a href="mailto:C.Moore@csiro.au">C.Moore@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> if we can help you to equitably participate in our recruitment process or the role itself.
<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](#) for more information.

## **Role overview**

As a Finance Advisor - Executive Reporting your duties will include preparing and presenting financial reports, reviewing and consolidating budgets/forecasts, and conducting financial analysis to support decision-making. You will focus on gathering and analysing financial data to generate high-quality, accurate reports and models.

Your role will involve monitoring financial performance, identifying trends, and suggesting improvements to enhance financial efficiency.

To succeed in this position, you'll need strong analytical skills, attention to detail, and the ability to communicate complex financial information clearly.

## **Duties and key result areas**

- Prepare high-quality and accurate financial reports including commentary to the Executive, Leadership Team, and Board.
- Gather and analyse financial data to provide valuable financial insights to inform decision-making.
- Review consolidated forecasts/budgets and conduct detailed financial analysis.
- Assist the Finance Co-ordinator with Balance Sheet and Cashflow reporting.
- Monitor financial performance and identify trends.
- Support the development and implementation of effective financial strategies.
- Enhance financial efficiency and performance across the organisation.
- Show initiative in interpreting policies and procedures and developing systems.
- Communicate openly, effectively and respectfully with all staff, in the interests of good business practice, collaboration and enhancement of CSIRO's reputation.
- Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO's objectives.
- 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 relevant work experience in a financial environment.
2. Knowledge and experience of finance systems and processes to enable stakeholders to achieve their responsibilities around project management, accountability and compliance. Experience in the extraction and reporting of information using finances systems and Microsoft Office suite programs.
3. Ability to ensure data integrity through demonstrated attention to detail to identify and analyse complex or ill-defined problems and develop appropriate alternative solutions.
4. Ability to provide financial management advice and influence outcomes, through strong written and verbal communications skills which ensure stakeholders are accurately advised in order to make informed decisions.
5. Knowledge and experience in SAP and associated add-on's such as SAP Analytics Cloud (SAC).
6. Flexibility and agility to contribute to multiple teams, managing multiple priorities, supporting various staff needs, participate in ongoing knowledge transfer across the Finance and build strong working relationships.

### Desirable

1. A tertiary qualification in accounting or finance as well as commencement or completion of the CA/CPA Program, or equivalent work experience.

### 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:** 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.

## 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
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"> <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.