



# Position Details

## Administrative Services- CSOF3

### THE FOLLOWING INFORMATION IS FOR APPLICANTS

<b>Advertised Job Title</b>	Asset Officer
<b>Job Reference</b>	102427
<b>Tenure</b>	Specified term of 12 months
<b>Salary Range</b>	AU\$76,068 - AU\$96,813 per annum (pro-rata for part-time) plus up to 15.4% superannuation
<b>Location(s)</b>	Sydney (Marsfield), Canberra (Black Mountain) and Brisbane (Dutton Park, St Lucia, Pullenvale)
<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>	Central Asset Team Leader
<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 Wendy Low via email at <a href="mailto:Wendy.Low@csiro.au">Wendy.Low@csiro.au</a>
<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

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

This role sits within the Central Assets Team that is part of the Financial Accounting and Investment branch of CSIRO Finance.

Members of the Central Assets Team are viewed as the technical experts relating to assets. They are responsible for ensuring that asset processing is done in a standardised manner and promptly addressing asset creations, changes, and disposals requests. Another key aspect of the position is to provide expert guidance to Research Unit (RU) and Enterprise Unit (EU) staff, ensuring seamless adherence to CSIRO's asset management policy and accounting standards.

As this role will be interacting with internal and external customers, another key aspect of this role is that the Asset Officer build and maintain excellent working relationships with them and positively work with other support functions and other stakeholders.

There is also opportunity for this role to be exposed to other arms of the Financial Accounting and Investment branch.

## Duties and Key Result Areas

- Contribute to the efficient processing of asset related tasks using CSIRO's systems, including SAP and Microsoft Dynamics.
- Identify, query and resolve potential issues associated with requests. This includes consideration of the implications of a range of alternatives to select the most appropriate response to a problem of familiar or recurring nature.
- Provide assistance to staff and stakeholders while maintaining accuracy and compliance with policy and procedures relevant to the immediate work area and responsibilities.
- Accurately undertake and complete work with appropriate prioritisation, adding value and looking for improvements to processes to ensure a high-level service delivery and performance.
- Look for opportunities to generate improved solutions in work situations, exercising initiative to create efficiencies with completing routine activities relating to asset management.
- Build effective working relationships across the Finance function and wider CSIRO, working within and across team(s) to achieve objectives and deliverables. Work closely with internal and external stakeholders in relation to requests made through the Central Assets Team.
- Respond courteously and efficiently to requests to routine enquiries, keep stakeholders informed about progress and redirect requests to appropriate staff when required.

- Communicate openly, effectively, and respectfully with all staff and clients requesting your services, keeping clients informed of progress and redirect requests to appropriate staff and teams when required.
- Under general supervision, undertake a range of administrative tasks in accordance with established procedures and using skills developed through experience and/or training.
- 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. A relevant accounting or finance Certificate/tertiary qualification or working towards a tertiary qualification in accounting or finance.
2. Demonstrated experience being proactive and using sound judgement and problem-solving skills to resolve issues.
3. Pro-actively undertake and complete work with accuracy and timeliness including prioritisation of own tasks.
4. A proven ability to work well within a team and provide a high level of customer service.
5. Attention to detail and quality data input.
6. Excellent written and verbal communication skills.

### Desirable

1. Knowledge and experience in asset management practices including accounting and reporting.
2. Knowledge and experience in SAP and Microsoft Dynamics.

## Required Competencies

- **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
- **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
- **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
- **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.

- **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
- **Adaptability:** Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

## 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.

## 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