



## Position details

### Administrative services- CSOF3

#### Acknowledgement of Country

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Advertised job title</b>	Finance Officer- Payment Support Centre
<b>Job reference</b>	102441
<b>Tenure and work schedule</b>	<p>Indefinite</p> <p>Full-time</p> <p>We will explore options for part-time, job-share and flexible work arrangements based on needs of the role and individual circumstances.</p>
<b>Salary range</b>	<p>AU\$76,068 - AU\$96,813 per annum (pro-rata for part-time)</p> <p>plus up to 15.4% superannuation</p>
<b>Location(s) and office arrangements</b>	<p>Melbourne (Clayton)</p> <p>Hybrid working available to be discussed with Line Manager.</p>
<b>Relocation assistance</b>	Not Applicable
<b>Applications are open to</b>	Australian/New Zealand Citizens and Australian Permanent Residents
<b>Position reports to the</b>	Payment Support Centre Manager
<b>Client focus – internal</b>	50%
<b>Client focus – external</b>	50%
<b>Number of direct reports</b>	0
<b>Enquire about this job</b>	Contact Antreecy Pinchen via email at <a href="mailto:Antreecy.Pinchen@csiro.au">Antreecy.Pinchen@csiro.au</a>
<b>Support and workplace adjustments</b>	<p>We offer a range of reasonable supports and workplace adjustments.</p> <p>Please let us know via email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a> if we can help you to equitably participate in our recruitment process or the role itself.</p>
<b>How to apply</b>	<p>Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a></p> <p>Internal applicants please apply via <b>Jobs Central</b></p> <p>If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a></p>

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

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.

Finance staff in CSIRO provide administrative and finance services to support the provision of research and development activities. This involves the administration of finance policies, systems, and procedures that assist the organisation and business units in achieving their objectives and meeting government and regulatory responsibilities.

As a Finance Officer at CSIRO, you'll be instrumental in ensuring accuracy and punctuality in the onboarding and ongoing maintenance of our vendor data within the SAP system. Your responsibilities will extend beyond standard financial tasks, weaving in elements of team training, stakeholder engagement, and innovative process development. Your contribution will be vital in enhancing CSIRO's business efficiency and reputation in the finance domain.

## Duties and key result areas

### Vendor Onboarding and Maintenance

- Manage the end-to-end vendor onboarding process, inviting suppliers to fill out our onboarding form and assisting with any changes to existing vendor data in SAP.
- Oversee and approve banking details for both existing and new vendors.
- Maintaining a high level of attention to detail and making sure all process requirements are met to reduce the risk of fraud.
- Be the contact person for anything vendor related in SAP and provide feedback/give suggestions for areas of opportunity related to process improvement and/or automation.

### Internal and external stakeholder engagement

- Offer informed guidance on procurement policy, payment processing, and alternative options.
- Interpret and apply policy, ensuring issues are either clarified or escalated as needed.

- Ensure quality customer service and professional advice during each stakeholder engagement.

### **Training and team support**

- Lead training for new staff in areas such as vendor management, phone system usage, and Triage procedures.
- Actively contribute to team meetings and group initiatives.
- Foster a cooperative spirit with colleagues throughout the business unit and CSIRO at large.

### **Innovation and continuous improvement**

- Play an active role in the innovation and simplification of business processes.
- Contribute to ongoing improvements, training initiatives, and enhanced business processes.

### **Compliance and general duties**

- Ensure all activities adhere to CSIRO's general policies, procedures, and values.
- Uphold the spirit of CSIRO's Health, Safety and Environment plans, Diversity efforts, and Zero Harm objectives.
- Handle additional duties and responsibilities as assigned.

## **Selection criteria**

### **Essential**

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

1. The proven capability to respond to stakeholder enquiries and provide relevant and accurate solutions.
2. Ability to communicate with stakeholders through good written and verbal communication skills following established policies and procedures.
3. Ability to prioritise work, maintain service delivery levels in a high work volume environment and produce accurate work with minimum supervision.
4. A proven ability to work well within a team to provide a high level of customer service.
5. Ability to proactively participate and support multiple teams, including contributions of ideas and opinions to inform decisions, plans or actions.
6. Proven capability to explain policy requirements and decisions to internal stakeholders.
7. Knowledge and experience in procurement practices and sound knowledge of SAP.
8. Demonstrated financial literacy and working knowledge of finance processes, with the ability to respond to stakeholder enquiries and provide accurate, practical guidance in line with established policies and procedure
9. Solid foundation of financial literacy and knowledge, with a focus on Accounts Payable.

### **Desirable**

1. Knowledge and experience of CSIRO systems and processes to enable stakeholders to achieve their responsibilities around project management and accountability.

### 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:** 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.

### 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 [careers.online@csiro.au](mailto:careers.online@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
<b>People first</b>	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.

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