# Position Details

## Administrative Services- CSOF5

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | The Financial Performance & Analysis Coordinator |
| Job Reference | 70985 |
| Tenure | Indefinite |
| Salary Range | AU$98,735 to AU$106,848 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Negotiable |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Finance Manager |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Kate Wines via email at Kate.Wines@csiro.au or phone +61 2 6276 6402 |
| 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](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

## Administrative staff in CSIRO provides administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the business units to achieve their objectives and meet Government and regulatory responsibilities.

### The Financial Performance & Analysis Coordinator will provide day-to-do financial management advice and expertise with a strong focus on providing financial advice and analysis to the CSIRO Executive, Leadership Team and Board. The role will achieve significant financial reporting outcomes and contribute to the delivery of accurate, quality financial reporting, forecasting, and modelling. The Coordinator will also input strategic and analytical advice across CSIRO and assist management with the delivery of their CSIRO business objectives.

### This is a designated security assessed position requiring the successful candidate to hold or have the ability to possess and maintain an Australian Government security clearance at a minimum of a Baseline level.

### Duties and Key Result Areas:

* Plan, manage and deliver the organisational forecasting, modelling and analysis including working with internal stakeholders in its development and delivery and communicating actions and risks to key stakeholders as well as development of new models.
* Provision of financial advice and analysis, including analysis of new investments, proposals and business cases, analysis of major project feasibility and preparation of required documentation.
* Assist the Finance Manager – Financial Performance and Analysis – in the management of opportunities and challenges, including development of scenarios and financial planning to respond to organisational priorities and strategies and support for investment decision making.
* Contribute to the design, delivery and implementation of new processes and systems for management accounting in CSIRO, including responsibility for projects as required.
* Oversight and preparation of internal financial reports that are provided to the CSIRO business units, Executive Team and Board, working closely with all of Finance to reflect insight on performance against operating and capital budgets, and to provide value-add commentary.
* Accurately undertake, supervise and complete work with prioritisation and adding-value being core components of high level service delivery and Finance performance.
* Achieve team KPIs through effective financial planning, effective operational accounting and through effective service and support to the Group.
* Responsible for contribution to ongoing knowledge transfer across the Finance team.
* Communicate openly, effectively, and respectfully with all staff, clients and suppliers 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, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **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:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **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.

## **Selection Criteria**

#### Essential

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

1. A tertiary qualification in accounting or finance as well as completion of the CA/CPA Program, or equivalent, related work experience.
2. Demonstrated technical knowledge and/or experience in management accounting, reporting, forecasting, budgeting, and project accounting in the government sector.
3. Demonstrated ability to identify, analyse and manage financial risk, provide mitigation strategies, and develop and deliver appropriate responses.
4. Demonstrated ability in developing and communicating financial management advice with a proven ability to build strong relationships with internal and external stakeholders to achieve a high level of trust and respect to influence outcomes and communicate findings.
5. Demonstrated ability to exercise initiative and agility in the delivery of high-quality outputs with flexibility under minimal supervision.
6. Demonstrated ability to provide leadership, and direction for others in the team by coaching and supporting staff and fostering open communication and strong collaboration.

## **Desirable:**

1. High level Microsoft Office and SAP skills.

Special Requirements

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

* The successful candidate will be required to obtain and maintain a security clearance at the minimum of a baseline level.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

CSIRO is a values-based organisation. We expect our employees to demonstrate behaviours aligned to our values of:

* 1. People First
  2. Further Together
  3. Making it Real
  4. Trusted