# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Finance Officer – Financial Policy |
| Job Reference | 73351 |
| Tenure | Indefinite  |
| Salary Range | AU$85,361 to AU$96,573 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Negotiable - Canberra, ACT preferred |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only
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| Position reports to the | Finance Coordinator, Insurance and Financial Policy |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Greg Bailey via email at Greg.Bailey@csiro.au or phone +61 2 6276 6087 |
| 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 or call 1300 984 220. |

### 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.

The role is required to collaborate and consult with subject matter experts and key stakeholders to develop policies and procedures that reflect agreed finance practices and controls. The Finance Officer will be required to ensure CSIRO Finance procedures are easy to understand, provide clear guidance to staff, and reflect changes in practices, accounting standards, and government policy.

The position is also responsible for undertaking governance activities related to published financial procedures to ensure there are control mechanisms to minimise risks and support a culture of accountability and compliance with CSIRO’s financial policy framework.

###  Duties and Key Result Areas:

* Under limited supervision, develop and revise financial policy and procedures, including but not limited to travel, credit card management, expenditure, and asset management.
* Consult and collaborate with subject matter experts across CSIRO to develop an effective financial governance and policy framework.
* Anticipate stakeholders' needs, ensure the relevance of the activity and achievement of team objectives, take personal responsibility for guaranteeing client satisfaction, and correct problems promptly in a constructive manner.
* Establish networks with other professionals within and external to CSIRO to ensure the financial policy framework reflects current practices.
* Develop and review policies, procedures, systems and make recommendations to guide management decisions.
* Building knowledge and capability and displaying agility to contribute to multiple teams, managing multiple priorities, and supporting other functions within Finance Governance, such as insurance, banking, and compliance activities.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal 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:** 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:** Recognise 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.

## **Selection Criteria**

#### Essential

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

1. Demonstrated technical knowledge and/or experience developing procedures within a financial policy framework in consultation with subject matters experts and other stakeholders.
2. Proven experience identifying and analysing complex or ill-defined problems and developing appropriate solutions to communicate clearly to stakeholders through strong written and verbal communication skills.
3. Proven ability to contribute to multiple teams in addition to core responsibilities, managing multiple priorities, and supporting various staff needs.
4. Proven ability to achieve a high level of trust and respect and build strong relationships with stakeholders through accurate and timely advice that influences outcomes.
5. 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 skills.
2. Previous experience working in a finance team in an operational environment.

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 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. 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