# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | RECEIPTING CO-ORDINATOR CSIRO PUBLISHING |
| Job Reference | 76835 |
| Tenure | Term – 2 Years |
| Salary Range | AU$64,866pa to AU$80,349pa up to 15.4% superannuation |
| Location(s) | Clayton |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only * Australian/New Zealand Citizens and Australian |
| Position reports to the | The job title for the line manager of this position |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact via email at Susan.Templar@csiro.au or phone  03) 9545 2483 |
| 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

The role of the Administrative Staff in CSIRO is to provide administrative and management services to support the effective provision of CSIRO Publishing and CSIRO. 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 Publishing Receipting Coordinator will follow CSIRO’s cash receipting procedures to ensure that all monies are accurately collected, recorded and banked. The Role is part of the CSIRO Services, National Collections and Marine Infrastructure and Pawsey Finance Team and is currently located at CSIRO Publishing, Clayton Campus. Working from home options are available once established in the role. The duties of the Receipting Co-ordinator are closely tied in with Sales and Customer Services area of Publishing and also involves close interaction with Publishing and Finance staff.

### Duties and Key Result Areas:

* Identify, match, and allocate transactions from CSIRO Publishing’s bank statements to the appropriate debtor in CSIRO Publishing.
* Contact internal and external stakeholders in relation to unidentified transactions and arrange transfer of funds if they belong to CSIRO’s main account.
* Prepare monthly bank reconciliation and mystery deposit reports.
* Ad hoc reporting as requested by auditors or internal staff.
* Regularly receipt and bank cheques.
* Process refunds via EFT, credit card and foreign transfer.
* Running Debtors statement on a monthly basis, and follow up Debtors for those that are outstanding 60+days and over.
* Assist the Business Services Manager in relation to reporting end of month and end of financial year – Jet reporting.
* Any other duties within Finance and Publishing as determined by the Finance Manager.
* Communicate effectively and respectfully with all staff, clients, and suppliers in the interests of good business practice, collaboration, and enhancement of CSIRO’s reputation.
* Maintain a high level of data accuracy, including proactive identification and resolution of discrepancies
* Work collaboratively with colleagues within your team, the business unit and across CSIRO to reach objectives.
* Provide instruction and assist other staff to complete allocated tasks and activities, as required.
* Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.
* 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.
* Execute aspects of the Service Catalogue that include:
  + Compliance work
  + Processing journals
* Participate in the Financial Management virtual teams as required
* Accept delegated tasks from Financial Management team members and work independently to complete the tasks
* Pro-actively seek opportunities to assist all Financial Management team members deliver an optimal service.

## **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:** Recognise 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.

## **Selection Criteria**

1. Experience in and good working of knowledge of Microsoft Dynamics NAV (Navision) Software or similar Accounts Receivable as part of an ERP.
2. Understanding of Commonwealth Government standards and procedures.
3. Ability to problem solve where there is ambiguity and complexity; applying pragmatic solutions and informing others to create a learning environment.
4. Demonstrated ability to prioritise workloads in order to accurately meet tight deadlines and KPIs, with minimal supervision.
5. Demonstrated experience and commitment to working in a geographically dispersed team, and the ability to build strong and productive working relationships with others to create a proactive, solutions-orientated environment.
6. Ability to ensure data integrity through demonstrated attention to detail and quality data input including proactive problem identification and appropriate responses to resolve issues.
7. Professional customer service skills.

Desirable Criteria

1. Experience working with SAP, Microsoft Dynamics and Navision.
2. Understanding of a Publishing Business.
3. Demonstrated proficiency using SAP and Business Intelligence Tools

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check

## **About CSIRO:**

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

**Our Values:**

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