# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Finance Officer |
| Job Reference | 79415 |
| Tenure | Specified Term of 2 years |
| Salary Range | AU$66,163 to AU$84,207 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra, Melbourne, Sydney, Brisbane, Adelaide, Hobart |
| Relocation Assistance | Not applicable |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Finance Manager |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Nga Do, Finance Manager via email at [nga.do@csiro.au](mailto:nga.do@csiro.au) or phone +61 02 9325 3106 |
| 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 Finance function is undergoing a transformation journey to improve its support of CSIRO.  The transformation will help us work towards achieving our Finance vision & ambition and improve efficiency, compliance and user experiences. All our services and processes will be looked at to determine whether they are required, can be simplified, automated or improved in some other way.

The Finance Officer is a diverse position that supports Financial Management of the CSIRO Business overall. This position primarily supports Stakeholders in their financial management. The role requires a wide skill set to deliver the transactional, data analysis, reporting & compliance-based aspects of the Service Catalogue.

### Duties and Key Result Areas:

* Support the Financial Management Team and the Stakeholders to provide accurate and compliant financial records for routine activities.
* Provide financial reporting capability for areas and activities of less complexity, including standard monthly management reports, ad hoc reports, compliance reports and reconciliations. Understanding of the financial and project data contained in reports, ability to identify errors and anomalies and recommend potential courses of action.
* Prepare project financial acquittals on contracts based on complexity.
* Provide support and advice to programs/projects based on complexity. This includes O2D, review planning and costing as required, budgets, financial performance, transaction detail, and any other ad-hoc matters whilst also ensuring their financial records are accurate and compliant.
* Ensure all relevant deadlines are met.
* Support milestone management as required.
* Support asset management during the transition period of Finance Transformation.
* Support the Finance Transformation activities by contributing to projects and process improvement initiatives as required.
* Ensure data integrity through demonstrated attention to detail and quality data input.
* Undertake financial accounting tasks with a strong focus on statutory compliance.
* With guidance, assist with the monitoring of revenue forecasts and project progress against the revenue recognition drivers.
* Where required, oversee the BUs site and management cost centres by providing high quality, informed, timely advise and analysis to ensure the effective planning, budgeting, monitoring, forecasting and control of cost centre performance.
* Support all finance team members to deliver an optimal finance 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**

#### Essential

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

1. Working towards tertiary qualification in accounting and/or relevant work experience in a financial management and business partnering environment.
2. Knowledge of systems (eg: SAP, Dynamics, Microsoft Office) and processes to enable stakeholders to achieve their responsibilities around project and financial management.
3. Ability to positively collaborate and work with a variety of teams (both inside and outside Finance) and stakeholders.

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 asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

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