# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Finance and Procurement Senior Accountant – SKA-Low Telescope |
| Job Reference | 86041 |
| Tenure | Indefinite – Full-time, Part-time or Job-share |
| Salary Range | AU$102k - AU$111k pa (pro-rata for part-time), plus up to 15.4% superannuation |
| Location(s) | Perth or Geraldton, Western Australia |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian or New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Work will be managed by the SKA-Low Finance and Procurement Manager.  Within CSIRO, the line manager for this role will be the SKA-Low Deputy Telescope Director. |
| Client Focus - SKAO/CSIRO | 100% |
| Client Focus - External | 0% |
| Number of Direct Reports | 3 |
| Enquire about this job | Michelle Potter, SKA-Low Finance and Procurement Manager - [Michelle.Potter@skao.int](mailto:Michelle.Potter@skao.int) |
| 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. |

**Acknowledgement of Country**

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](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

**The CSIRO Experience**

As an employee of CSIRO, you will be eligible for the many benefits of working at Australia’s National Science Agency. You can read more here:

1. [Life at CSIRO](https://www.csiro.au/en/careers/life-at-csiro)
2. [Personal Development & Learning](https://www.csiro.au/en/careers/life-at-csiro/Career-development)
3. [Generous Leave & Conditions](https://www.csiro.au/en/careers/life-at-csiro/Generous-leave-conditions)
4. [Work / Life Balance](https://www.csiro.au/en/careers/life-at-csiro/Balance)

**Background**

The SKA Observatory (SKAO) is coordinating a global effort to build the largest science facility on the planet. This next-generation radio-astronomy observatory will transform our understanding of the Universe and deliver benefits to society through global collaboration and innovation.

SKAO is one observatory with two telescopes: SKA-Low in Western Australia and SKA-Mid in South Africa, with the global headquarters at Jodrell Bank, UK. The SKAO is an intergovernmental organisation composed of member states from four continents, with organisations from 16 countries in total currently participating in the project.

The SKAO’s science goals are broad and ambitious. Its telescopes will investigate the history of the Universe as far back as the Cosmic Dawn, when the very first stars and galaxies formed, to seek answers to some of the biggest questions in astronomy.

The SKAO will use cutting-edge technology to enable transformational science, revolutionising our understanding of the Universe and delivering a major impact on society, in science and beyond.

In Australia, SKAO is collaborating with CSIRO to operate the SKA-Low Telescope, which will be built at CSIRO’s Murchison Radio-astronomy Observatory (MRO), on Wajarri country. SKA-Low teams will operate out of our Engineering Operations Centre in Geraldton, on Yamaji country, and Science Operations Centre in Perth, on Noongar country.

Further Reading: [SKA Phase 1 Key Documents](https://www.skatelescope.org/key-documents/).

**Role Overview**

The SKA-Low Finance and Procurement Senior Accountant will be a CSIRO employee, working for the Finance and Procurement Manager in SKAO to help manage the work of the Australian finance and procurement team. The Senior Accountant will support the end-to-end management of the SKAO AUS financial ledger and all related monthly, quarterly, and annual reporting activities. The role will be responsible for ensuring complete and accurate invoicing of the complex costs which will be billed from CSIRO to SKAO under the collaboration agreement between the two organisations. The role holder will also help to ensure that local procurement activity is compliant with the SKAO Procurement Policy and associated procedure notes.

The role would suit a candidate with experience of working in a small-to-medium sized finance team and of handling personnel-based billings. Candidates should be able to interrogate multiple financial systems to extract and merge relevant data to produce financial reports and reconcile a high volume of transactions, maintaining data integrity and building in appropriate controls whilst doing so. The ideal candidate is somebody who has previously reported to an international group finance function and understands the importance of accurate reporting in a multi-time-zone and multi-currency environment. The candidate must have proven experience of self-motivating and prioritising conflicting deadlines to ensure that work is delivered on-time.

Due to the locations involved in the SKA project, in particular South Africa and the United Kingdom, this role will require some work outside normal hours. It will also have the opportunity for occasional domestic and international travel.

**Inclusion and Flexibility**

We value and respect difference and we are committed to building an inclusive culture. We believe that you do your best at work when you have a work/life balance and create an environment where you can balance a successful career with your commitments and interests outside of work. Supporting flexibility is important to us: let us know in your application if you have any flexible working requests.

**Innovation Through Diversity**

We believe that innovation thrives on the diversity of thought, ideas, and lived experiences being brought to the table by all to solve Australia’s greatest challenges. We are an Equal Opportunity employer working hard to recruit world-class talent that represents the diversity across our society, empowering staff to bring their whole selves to work and supporting everyone to enable their ideas to flourish. We recognise that a candidate's capability to perform a role can be demonstrated in a variety of ways and encourage candidates to address the role criteria with this in mind.

### Duties and Key Result Areas

* Work with the SKA-Low Finance and Procurement Manager to oversee the day-to-day work of the SKA-Low Finance and Procurement Team, which includes staff employed by SKAO and CSIRO.
* Build strong relationships with stakeholders across both SKAO and CSIRO.
* Prepare and/or review SKAO’s Australian financial ledger postings including accruals, prepayments, payroll and other related items.
* Support production of monthly management accounts and balance sheet reconciliations including relevant commentary and associated queries from SKAO Headquarters.
* Review the monthly invoice for partner staff charges from CSIRO and ensuring completeness and accuracy of charges.
* Review and approve SKAO’s Australian ledger requisitions and purchase orders, supplier invoices, and performing bank authorisations as required in-line with the internal delegation of authority.
* Prepare budgets and forecasts for SKAO’s Australian ledger income and expenditure, including the monthly SKAO Australian ledger cash flow forecast.
* Support the management of Australia located fixed assets, including the initial capitalisation of assets, calculation of depreciation, and identifying and recording disposals.
* Ensure local procurement is carried out in compliance with the SKAO Procurement Policy.
* Support SKAO and CSIRO with queries relating to external or internal audit.
* Work alongside the SKAO Headquarters ERP System Manager to continuously improve the finance processes and controls.
* Maintain and develop financial process documentation related to financial management procedures.
* Manage the CSIRO staff in the SKA-Low finance and procurement team, including responsibility for recruitment, career development and performance management.
* Act as the primary liaison between SKAO and CSIRO finance teams, working collaboratively to address issues and deliver for both organisations.
* Train finance and non-finance staff as required.
* Adhere to the spirit and practice of SKAO and CSIRO Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Other related duties as directed.

## **Selection Criteria**

#### Essential

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

1. CPA or CCAB accounting qualification (for the latter preferably ACCA / ACA / CIPFA), or working towards a CPA or CCAB qualification with significant relevant experience in finance and procurement roles.
2. Demonstrated experience in the end-to-end management of a financial ledger including reporting to regulatory and statutory authorities.
3. Demonstrated commercial experience, in particular relating to supplier contracting and purchasing operations, including the ‘procure-to-pay’ (P2P) cycle.
4. Proven ability to work effectively in a team environment, collaborating proactively, consulting and sharing resources to accomplish business objectives.
5. Proven strong attention to detail, both in preparing your own work and reviewing the work of others to ensure a high standard.

## **Desirable**

1. Experience managing and developing a small, inclusive, high-performing team.
2. Knowledge and experience of accounting under IFRS accounting standards.
3. Experience of remotely reporting to an international group finance function.
4. Experience within a multi-currency, multi-ledger ERP system environment.
5. Experience reporting to and co-ordinating activities with colleagues who are working remotely, ideally both locally and internationally.
6. Experience planning, preparation and implementation of financial process documentation related to financial management procedures.

## **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.

Special Requirements

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

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Space and Astronomy](https://www.csiro.au/en/about/people/business-units/Space-and-Astronomy) for more information.

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

## **About SKAO**

## SKAO is coordinating a global effort to deliver the largest science facility on the planet. The SKA Observatory will build next-generation radio telescopes that will help to answer key questions in astrophysics, drive technological innovation and support human capital development. Visit [SKA Observatory](https://www.skatelescope.org/) online for more information.

## SKAO’s values are:

* Diversity and Inclusion
* Excellence
* Collaboration
* Creativity and Innovation
* Sustainability