# Administrative Services – CSOF4

Role summary for potential applicants

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| Advertised Job Title**:** | Finance and Project Advisor – National Collections and Marine Infrastructure |
| Reference Number**:** | 56363 |
| Classification**:** | CSOF4 |
| Salary Range: | AU $80K to AU $91K per annum, plus up to 15.4% superannuation |
| Location**:** | Hobart, Tasmania |
| Tenure: | Specified Term of 2 years |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | [ ]  Australian Citizens Only[x]  Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 90% |
| % Client Focus - External: | 10% |
| Reports to the: | Finance Manager |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| The role of Administrative Staff in CSIRO is to provide 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 Finance and Project Advisor is the key Financial Management provider to a Program. The role is accountable for all aspects of the Financial Management service catalogue that is relevant to a Program. This role will work closely with the Business Unit level Financial Management roles and relevant Corporate Financial Management roles to ensure accurate and compliant financial records for the Program. The role will support the National Collections and Marine Infrastructure (NCMI) Business Unit. |

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| **Duties and Key Result Areas:** |
| * Ensure accurate and compliant financial records for the Program.
* Assist the Finance Manager and/or Financial Performance and Strategy Co-ordinator with the budget and forecast processes, including mid-year budget reviews.
* Assist the Finance Manager and/or Financial Performance and Strategy Co-ordinator with identification of financial risks and remediation options.
* Provide advice to Project and Cost Centre owners on budgets, financial performance, transaction detail, and any other ad hoc matters.
* Provide advice to Project/Program leaders on O2D, opportunity formation, business cases, project planning, project performance and project closures.
* As required provide assistance to the Project Assurance, Training and Improvement Coordinator to improve the quality assurance of O2D and the knowledge of project leaders of O2D.
* Ensure all relevant deadlines are met for the Programs in relation to Financial Management deliverables.
* Monitor and review Program revenue forecasts and project progress against revenue recognition drivers, including monitor/manage WIP/DR balances.
* Forecast projected outcomes and recommend corrective actions, assisting with follow through on project plans, budget and milestone variations.
* Forecast projected labour and operating expenditure, and initiate corrective actions as required or as directed.
* Contribute to cash flow management processes and information needs.
* Prepare and review monthly Program reports, including commentary & analysis with recommendations for rectification/mitigation of risks and issues.
* Assist the Finance Manager with End of Month and End of Year financial requirements.
* Act as primary contact for the Program Leadership Team.
* Actively participate in regular review meetings with Research Directors, Program Leaders, Group Leaders, Business Development, and Contracts, to discuss issues identified and requiring remediation.
* Monitor Program Budget against the opportunities and project plans.
* Review and where appropriate prepare acquittals.
* Make a strong contribution to the provision of strategic and analytical advice for the program to enhance their financial position, business objectives, performance and delivery.
* Manage or co-ordinate purchase orders for subcontracts.
* Allocate and oversee the activities of Finance and Project Officers & Administrators.
* Work closely with the Finance Manager, Financial Performance and Strategy Co-ordinator and the Project Assurance, Training and Improvement Co-ordinator to facilitate information flows required to fulfil their roles.
* Participate in the Financial Management community of practice which is charged with establishing best practice and continuous improvement for this role including internal management reporting, cost element structures, reporting & KPIs and feeding process standards into the Education & Training team.
* Provide support for project operations & management including:
	+ Assisting with the translation of Business Unit (BU) requirements to the Program's opportunities and projects e.g. BU Rules, pricing strategy;
	+ Advising on workforce planning/deployment;
	+ Supporting Project Leaders with Project Management advice when required.
* Advising and assisting staff with all aspects of the end-to-end processes including the costing documentation, governance, establishment and customer management of projects.
* Monitoring and managing invoice / milestone process (including direct sales and royalty invoices).
* Assisting with asset purchasing and collaborator contracts.
* Provide a centralised CSIRO operations contact point for funding bodies
* Communicate 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 a member of a regionally dispersed team and carry out required tasks under limited direction.
* Provide support and direction for others in the team by recognising and supporting staff achievements and fostering open communication and strong collaboration and provide recognition and acknowledgement for staff achievements.
* Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives, establishing networks with other teams and professionals in their field.
* Participate in ongoing knowledge transfer across the Finance and Services team and provide coaching and on-the-job training to key internal stakeholders,
* Generate improved solutions to complex problems and resolve complaints using creativity, reasoning and past experience.
* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.
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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed****Pre-Requisites:***1. **Education/Qualifications:** A tertiary qualification in Accounting or Finance &/or equivalent and relevant work experience in a financial environment.
2. **Communication:** The ability to clearly convey information and ideas, and establish effective interpersonal relationships with stakeholders to achieve a high level of trust and respect to influence outcomes.
3. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment.

***Essential Criteria:***1. Knowledge and experience of Microsoft office suite of programs and CSIRO systems (Dynamics and SAP) and processes to enable stakeholders to achieve their responsibilities around project management, accountability and compliance.
2. Knowledge and experience in project and/or management accounting and reporting, including the extraction and reporting of information using Microsoft Office suite of programs and CSIRO systems (Dynamics and SAP).
3. The ability to develop and communicate strategic financial management advice as a trusted advisor to business partners, prioritising high volume work and service delivery.
4. The ability to work effectively in a team environment, proactively collaborating and consulting with internal and external stakeholders, as well as sharing resources to accomplish objectives.
5. Strong attention to detail and the ability to deal with ambiguity, effectively prioritise multiple deadlines, and adapt quickly to changing circumstances and new responsibilities.
6. Proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and creativity.

**As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to**:* Excellent science
* Inclusion, trust & respect
* Health, safety & environment
* Delivery on commitments.

**In your application and at interview you will need to demonstrate alignment with these behaviours.** |

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| **Other Information:** |
| **How to Apply**Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **56363**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’).Please load one document containing your CV and a brief cover letter which outlines your interest in the role and your motivations for applying (Maximum 2MB). At the end of the online application process, you will also be required to respond to some screening questions. Where text responses are required, to avoid being timed out of the system we recommend that you prepare your responses offline and paste them into the appropriate spot prior to submitting your application.If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian business hours please email: csiro-careers@csiro.au. **Referees**: Please provide contact details of two previous supervisor or academic/professional referees in your resume/CV. We will ask your permission before making contact. **Contact:** If after reading the position details above you require more information please contact: **Ms Susan Templar**via email: Susan.Templar@csiro.au or phone: **03 9545 2483**Please do not email your application directly to Ms Templar. Applications received via this method may not be considered by the selection panel.**About CSIRO**Australia is founding its future on science and innovation. Its national science agency, the Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation. Find out more! [www.csiro.au](http://www.csiro.au). We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you. Find out more! [CSIRO Balance](https://www.csiro.au/en/Careers/A-great-place-to-work/Work-life-balance) **CSIRO Finance** is the enterprise-wide team that provides financial and procurement services to support the organisation. |