# Administrative Services – CSOF5

Role summary for potential applicants

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| Advertised Job Title**:** | Corporate Finance Advisor - Internal Budgets |
| Reference Number**:** | 57091 |
| Classification**:** | CSOF5 |
| Salary Range: | AU $95,369 to AU $103,205 plus up to 15.4% superannuation |
| Location**:** | Black Mountain, ACT |
| Tenure: | Indefinite/Ongoing |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens Only |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 90% |
| % Client Focus - External: | 10% |
| Reports to the: | Corporate Finance Manager – Budgeting & Reporting |
| Number of Direct Reports: | 2 |

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| **Role Overview:** |
| CSIRO Corporate Finance’s objective is to provide reliable, accurate, timely, customer-focused information and relevant value-adding, strategic insight to support and enable CSIRO’s financial sustainability through the effective use of resources.  The Corporate Finance Advisor - Internal Budgets will provide budgeting advice and expertise with a strong focus on providing financial support to CSIRO and its controlled entities; achieve significant financial accounting and financial management outcomes and ensure the delivery of timely, accurate, and relevant financial information; and also input strategic and analytical advice to internal stakeholders, and assist management with the delivery of their CSIRO business objectives.  This is a security assessed position. Applicants must be an Australian citizen, with successful candidate either holding or having the ability to obtain a Baseline, Australian Government security clearance. |

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| **Duties and Key Result Areas:** |
| * Working closely with In-Business Finance and other internal stakeholders, develop the 4 year budget based on historic and forward trend analysis and financial environment assessment and prepare insightful reports to socialise the impacts and support executive decision making. * Plan, manage and review the accurate and timely development of the internal budget at various organisational levels. Collaborate with the In-Business Finance Managers to integrate best practice budgeting processes and use of system and off-system tools across the organisation. * In conjunction with Corporate Finance - External Budgets, ensure ongoing alignment of the internal budget to the representation of the budget to external stakeholders. * Contribute to providing best practice financial management service delivery and performance with a focus on accuracy and continuous improvement. * Lead or assist with knowledge transfer across CSIRO Finance with the development and training of staff both inside and outside the immediate team in areas related to a specific technical expertise. * Work as an autonomous member and leader of a diverse team, taking responsibility for team outcomes, and promoting a productive team environment. Prioritise, allocate and manage team resources and assist in staff performance management and career development. * Generate improved solutions to complex problems and resolve issues using evidence, analysis, creativity and reasoning. * Assist in the improvement of tools and systems to support CSIRO’s budgeting and forecasting process and formal budget operating procedures. * Commit to achieving CSIRO Finance Strategy 2017-2020 objectives and deliverables. * Undertake administrative tasks and provide executive assistance to senior and executive, scientific and general management. * 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 relevant work experience in an accounting/budgeting environment. 2. **Security Clearance:** This is a security assessed position. To be eligible for this position you will currently hold, or will have the ability to obtain, an Australian Government security clearance level of Baseline. 3. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. 4. **Adaptability:** Demonstrated ability to deal with ambiguity and adapt to changing circumstances and new responsibilities.   ***Essential Criteria:***   1. Demonstrated sound judgement, forward thinking and impactful problem solving skills to resolve accounting issues in an accurate and timely manner. 2. Demonstrated ability to analyse data, identify trends and variances, draw conclusions and put forward recommendations that are insightful and pragmatic that address improvements for current and future needs of the business. 3. Excellent written and verbal communication skills and demonstrated ability to provide robust and relevant financial advice to key internal stakeholders. 4. Demonstrated ability to utilise advocacy and influencing skills to support CSIRO Finance decisions and actions. 5. Demonstrated ability to lead a team, plan and prioritise to deliver team based outcomes on timely basis, creating a proactive solutions-oriented environment. 6. Demonstrated ability to manage self and others, identifying development opportunities, providing feedback, support and direction for improvement.   **Desirable Criteria:**   1. Demonstrated proficiency in using SAP and Business Intelligence tools.   **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.**  ***Special requirements:***  **SECURITY**  This is a security assessed position. Applicants must be an Australian citizen, with successful candidate either holding or having the ability to obtain a Baseline, Australian Government security clearance.  **Note:** CSIRO utilises the Australian Government Security Vetting Agency to conduct its security clearances. To obtain an Australian Government security clearance, 10 years’ worth of background information verifiable by independent and reliable sources is required. |

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| **Other Information:** |
| **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **57091**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’)  Please load your CV (Maximum 2MB). If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian business hours please email: [csiro-careers@csiro.au](mailto: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 selection documentation you require further information please contact:  Michelle Santos via email: michelle.santos@csiro.au or phone: +61 2 6218 3401.  Please do not email your application directly to Mrs Santos. Applications received via this method will not be considered.  **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). |