# Position Details

## Administrative Services – CSOF4

The following information is for applicants

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| Advertised Job Title**:** | Finance and Projects Advisor |
| Job Reference: | 58978 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only   * All Candidates |
| Percentage of Client Focus - Internal: | 90% |
| Percentage of Client Focus - External: | 10% |
| Reports to the: | Finance Manager |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries : | Greg Lyden, email: [Greg.Lyden@csiro.au](mailto:Greg.Lyden@csiro.au) |
| Contact Details For Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au) |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’) |

## Role Overview:

Administrative staff in CSIRO provides 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 (BU) level Financial Management roles and relevant Corporate Financial Management roles to ensure accurate and compliant financial records for the Program. It is possible the role will cover multiple Programs.

## Duties and Key Result Areas:

* Ensure accurate and compliant financial records for the Program.
* Assist Finance Manager and Financial Strategy and Performance Coordinator with the budget process.
* Assist the Financial Strategy and Performance Coordinator with identification of financial risks and remediation options.
* As required, provide assistance to the Project Assurance, Training and Improvement Coordinator to improve the quality assurance of Opportunity to Delivery (O2D) and the knowledge of project leaders of O2D.
* Provide advice to Project/Program leaders on O2D, opportunity formation, business cases, project planning, project performance and project closures.
* Ensure all relevant deadlines are met for the Program 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 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. Reporting should include commentary & analysis with recommendations for rectification/mitigation of risks and issues.
* Primary finance contact for Program Leadership Team.
* Actively participate in regular review meetings with RDs, PLs, GLs, BD, Contracts to discuss issue identified and requiring remediation.
* Monitor Program Budget against the opportunities and project plans.
* Review and where appropriate prepare acquittals.
* Strong contribution to the provision of strategic and analytical advice to the program to enhance their financial position, business objectives, performance and delivery.
* Manage or co-ordinate purchase orders for subcontracts.
* Allocate activities to Finance and Project Officers & Administrators and review of that output
* Work closely with the Financial Performance and Strategy Co-ordinator and the Project Assurance, Training and Improvement Co-ordinator roles 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:
  + Assist with the translation of BU requirements to the Program's opportunities and projects e.g. BU Rules, pricing strategy
  + Advise on workforce planning/deployment
  + Support Project Leaders with Project Management advice when required
  + Advise and assist staff with all aspects of the end to end processes including the costing documentation, governance, establishment and customer management of projects
  + Monitor and manage invoice / milestone process (including direct sales and royalty invoices)
  + Assist with asset purchasing and collaborator contracts.
* Communicate openly, 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 part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* 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.
* Other duties as directed.

## Competencies:

1. **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.**
2. **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.**
3. **Resource Management/Leadership: Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.**
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **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.

## Essential Criteria:

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

1. A tertiary qualification in accounting or finance or relevant work experience in a financial environment.
2. Knowledge and experience in project and/or management accounting and reporting as well as proficiency in MS Office programs.
3. A proven ability to ensure data integrity through demonstrated attention to detail and quality data input, including proactive problem identification and appropriate responses to resolve issues.
4. The ability to foster open communication and strong collaboration to promote ongoing knowledge transfer within and across teams and to provide support and coaching to key stakeholders.
5. A history of contributing to multiple teams, managing multiple priorities and supporting various staff needs.
6. Ability to build strong relationships with stakeholders to achieve a high level of trust and respect to influence outcomes and communicate findings.

## Special Requirements:

The successful applicant will be asked to consent to a national police check.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!