# Position Details

## Administrative Services – CSOF3

The following information is for applicants

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| Advertised Job Title**:** | Finance Officer – Corporate Finance |
| Job Reference: | 59286 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Permanent Residents Only |
| Percentage of Client Focus - Internal: | 90% |
| Percentage of Client Focus - External: | 10% |
| Reports to the: | Manager – Financial Accounting |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries:  | Ms Kaye Zhang via email Kaye.Zhang@csiro.au |
| Contact Details For Applying: | Call 1300 984 220 or email 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:

CSIRO 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 Finance Officer (Subsidiaries) will undertake day-to-day financial accounting tasks with a strong focus on providing financial support to CSIRO and its controlled subsidiary entities. The Financial Officer (Subsidiaries) will contribute to the delivery of accurate and high quality financial services, including book keeping, assisting in preparation of monthly and annual financial statements, BAS Statements, cash forecasting and management, compliance activities and management reporting. This position will input to the delivery of value-add financial management and analytical advice and assist management with the delivery of their CSIRO business objectives.

## Duties and Key Result Areas:

* Accurately and efficiently undertake and manage financial accounting activities for CSIRO’s subsidiary entities, including maintaining the general ledger, assist in preparation of ad-hoc reports, financial statements, and BAS Statements ensuring statutory compliance and adhering to the CSIRO Finance policies and processes.
* Analyse data, identify issues and draw conclusions or potential solutions for discussion with the team.
* Assist with the preparation of subsidiary budgets and forecasts and ad hoc reporting.
* Assist in the preparation of monthly and annual actuals CSIRO Group reporting to the Department of Finance reporting through CBMS.
* Support the CSIRO consolidated financial statements process and audit
* Accurately undertake and complete work with appropriate prioritisation, adding-value and looking for improvements to processes to ensure a high level service delivery and performance.
* Build effective working relationships across the Finance function and wider CSIRO, working within and across team(s) to achieve objectives and deliverables. Work closely with internal and external stakeholders of trusts, funds and CSIRO controlled entities.
* 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. Key responsibilities may change or evolve to support the success of the Finance function in the Enterprise organisational model and to reflect major project priorities and responsibilities.

## Competencies:

1. **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.**
2. **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.**
3. **Resource Management/Leadership: Provides instruction and assists other staff to complete allocated tasks and activities.**
4. **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.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **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.

## Essential Criteria:

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

1. A tertiary qualification in accounting or finance or equivalent experience in a financial environment.
2. Demonstrated experience in financial accounting tasks (such as recording of transactions, undertaking reconciliations, preparing monthly reports, tracking and managing cash flows to facilitate payments).
3. Demonstrated experience being proactive and using sound judgement and problem solving skills to resolve issues and implement improved business practices.
4. Pro-actively undertake and completework with accuracy and timeliness including prioritisation of own tasks contributing to Finance team service delivery.
5. Ensure data integrity throughdemonstrated attention to detail and quality data input.
6. Strong MicrosoftExcel skills and proficiency in using the Microsoft Office suite of programs.
7. Excellent written and verbal communication skills.
8. A proven ability to work well within a team to provide a high level of customer service.

## Desirable Criteria:

1. Demonstrated proficiency in using SAP, MYOB, Xero or other FMIS.

**Special Requirements:**

The person appointed will need to lodge a National Police Check (at CSIRO’s expense) and receive clearance before commencing.

## About CSIRO:

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

Find out more about CSIRO [Finance](https://my.csiro.au/orginfo/structure/support/finance)