# Executive Manager – CSIRO Financial Planning and Analysis

Role summary for potential applicants

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| Advertised Job Title**:** | Executive Manager – CSIRO Financial Planning and Analysis |
| Reference Number**:** | 59733 |
| Classification**:** | CSOF7 |
| Salary Range: | $134K to 148K plus up to 15.4% superannuation |
| Location**:** | Canberra, Sydney, Melbourne, Brisbane preferred, other major cities also considered |
| Tenure: | 3 years term |
| Relocation assistance**:** | N/A |
| Applications are open to: | Australian Citizens Only |
| Functional Area**:** | General Management |
| Reports to the: | Director, Finance (CFO) |
| Number of Direct Reports: | 2 |
| Contact Details for More Information About This Position: | Janice Ip via [Janice.Ip@csiro.au](mailto:Janice.Ip@csiro.au) , please do not email your applications to Janice directly |
| Contact Details For Applying: | If you experience difficulties applying on line, call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online with both your CV and cover letter at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ through the ‘People Hub’ icon |

**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 Executive Manager (EM) – Financial Planning and Analysis is part of the Finance Leadership team alongside the Executive Manager – Financial Control as well as the business-side Executive Finance Managers and is responsible for the delivery of budgeting and performance reporting, including CSIRO’s obligations to Government. The EM Financial Planning and Analysis contributes to the delivery of value-add financial management and other related services by leading, developing and mentoring Finance team members.

The position reports to the Director, Finance (CFO) who reports to the Chief Operating Officer.

**Duties and Key Result Areas**

• Plan, manage and monitor the delivery of all Management Accounting activities, outputs and outcomes across the key areas of responsibility (including budgeting, financial analysis, external budget estimates and reporting, financial input to New Policy Proposals, and strategic finance initiatives) to meet both the government’s and CSIRO’s needs.

• Working with direct reports, the Financial Planning and Analysis team as well as the broader finance team to deliver high quality financial management services.

• Develop and deliver accurate, timely, relevant and insightful papers on finance matters for the CFO to provide to the Executive Team and Board.

• Plan and manage the preparation and delivery of all returns to government relating to external budget matters and other formal internal and external submissions from Finance. This requires working closely with other functions and organisations, particularly the Department of Finance and the Department of Industry.

• Provide clarity as to what each direct report/team is contributing to and is responsible for, by setting their goals and priorities, managing and advising them, by reviewing and ‘quality assurance’ of their work, and integrating the work of all Management Accounting teams.

• Provide expert technical advice in relation to the organisation’s financial position, and lead the finance function to provide quality assured management accounting services to CSIRO with an emphasis on prioritisation, risk management, relevance, accuracy, timeliness and consistency.

• Share the responsibility with the other Executive Finance Managers for ensuring the connectivity with the in-business Finance teams and across the broader organisation. This includes the definition, after due consultation process, communication and implementation of organisation-wide finance policies and processes (particularly the budgeting and reporting of CSIRO financials).

• Proactively contribute to the delivery of CSIRO Finance goals and objectives as an effective and collegiate member of the ‘One CSIRO’ Finance team. This will involve building and maintaining team focused relationships across all areas of the Operations Group teams (In-Business and Corporate Finance; CSIRO Business and Infrastructure Services; Corporate Affairs; Governance), sharing knowledge and working together in pursuit of the development and promotion of best practice financial management.

• Manage the performance and development of direct reports and Finance team members supporting measureable enhancement of the team’s capabilities through a commitment to learning and development, effective knowledge transfer and staff mobility across the Finance function, developing appropriate succession plans, and mentoring and assisting team members to progress in their career.

• Lead innovation improvement and change initiatives across Finance and within own teams, including staff (re)allocation due to changes within business requirements.

• Other duties as directed. Key responsibilities may change or evolve to support the success of the Finance function in the Enterprise organisational model.

**Key Capabilities**

• Excellent financial leadership capability with a strong emphasis on using commercial judgment, planning and utilising experience to act proactively, prioritise, add value, and contribute to resolving escalated issues relating to budgeting and reporting while working under tight timelines and in a sometimes high pressure environment.

• Strong technical capability, including demonstrated expertise and experience in management accounting (internal analysis and reporting), internal and external budgeting, cash management and forecasting, and banking activities (such as transactional banking, bank guarantees).

• Strong technical capability to understand and demonstrate familiarity with both financial and project accounting (understanding of time recording, cost accounting, earned value management, revenue recognition, Work-in-progress/Deferred Revenues etc.) so as to contribute to the definition and communication of related policies and understand and manage their impact on the budgeting and reporting of CSIRO financials.

• Demonstrated capability in representing Finance by analysing current internal and external environments and providing key strategic financial advice to senior management.

• Demonstrated capability in developing strong and trusted advisor relationships with senior Finance leaders, Executives, and members of CSIRO Board.

• Demonstrated leadership and change management skills to support the development and implementation of strategic financial improvement initiatives in budgeting and reporting.

• Proven capability in fostering a cohesive team culture in a manner which projects the gaining and giving respect, displaying a high level of integrity and professionalism, and striving to focus on the management and resolution of complex staff issues.

* Capable of deeply understanding and committing to CSIRO Values, Code of Conduct and occupational health and safety policies and initiatives.

**Selection Criteria**

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

***Special requirements:***

To be eligible for this position you must hold a current Australian Negative Vetting Level 1 Security Clearance or willingness and ability to obtain one.

**Pre-Requisite**

1. **Education/Qualifications:**  Degree in accounting, commerce or business as well as completion of the CA or CPA Program, or equivalent relevant work experience.
2. **Security:** Current Australian Negative Vetting Level 1 Security Clearance or willingness and ability to obtain one.
3. **Communication:** Superior written and verbal communication skills and proven ability to deploy strong advocacy and influencing skills to achieve personal impact and business success.

***Essential Criteria***

1. Demonstrated technical knowledge and/or experience in management accounting, budgeting, and project accounting in the government sector.
2. Demonstrated ability in developing and communicating financial management advice with a strong focus on business partnering with key internal and external stakeholders. Demonstrated influencing, advocacy and negotiation skills in a senior management team setting to represent Finance and achieve finance function goals and results.
3. Demonstrated experience leading and managing a high performing finance team which produces technically excellent and timely work consistent with achieving organisational goals and communicated KPIs.
4. Demonstrated experience delivering effective finance leadership, role modelling based on CSIRO Values (or equivalent), a strong commitment to collegiate behaviour and knowledge sharing.
5. Demonstrated experience in acting proactively, balancing competing priorities and for managing outcomes through periods of change.

**Desirable Criteria**

1. Previous experience leading a finance team in an operational environment.
2. High level Microsoft Office and SAP skills.

**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.**

**About CSIRO:**

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