# Position Details

# Administrative Services – CSOF4

The following information is for applicants

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| Advertised Job Title**:** | SAP Finance Business Support Analyst |
| Job Reference: | 58853 |
| 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: | 100% |
| Percentage of Client Focus - External: | 0% |
| Reports to the: | Team Lead, SAP Finance Systems |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries : | Melissa Hewertson – Melissa.Hewertson@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:

The SAP Finance team within the IMT Applications Group works closely with CSIRO’s business stakeholders to provide analysis and support for the finance related functionality of the SAP systems, and the interfaces between SAP and our other core business applications.

The Business Support Analyst positions are responsible for end-to-end management of agreed system changes, including requirement gathering and definition, testing and providing support to business areas in development of appropriate organisation change management and communication activities.

Business Support Analysts understand the technical capabilities of our platforms and apply these capabilities to solve finance related business improvement opportunities and problems. This requires expertise in relevant SAP functionality and a strong understanding of business operations, processes and information requirements. CSIRO’s SAP team is keen to ensure that all team members receive the learning opportunities required to develop and maintain the required level of skills.

This is a designated security assessed position requiring the successful candidate to hold or have the ability to possess and maintain a Baseline, Australian Government security clearance.

## Duties and Key Result Areas:

* Liaise with internal stakeholders to identify opportunities for the application of modern business solutions particularly related to finance and procurement processes.
* Work collaboratively with the broader Applications Group, the SAP team and business stakeholders to conceive and deliver solutions that may encompass components from different enterprise applications, but with a primary focus on SAP systems.
* Communicate and work closely with other team members, internal, and external stakeholders to develop, test, implement, promote and support end-to-end solution development.
* Contribute positively to stimulating and promoting a collaborative team approach, and develop sound working relationships with SAP team members and internal business representatives.
* Proactively support users in the efficient and effective use of IT solutions, particularly in the areas of budgeting, planning and forecasting.
* Establish networks with other professionals in your field to ensure that the service provided continues to add value, and deliver training on procedural issues or systems developments to clients and team members.
* Using discipline expertise develop and review policies, procedures, systems and make recommendations to guide management decisions.
* 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 minimum of 2 years’ experience in a finance business role or a business support role in a SAP environment
2. Currently hold or satisfy the requirements to obtain and maintain a Baseline security clearance
3. Demonstrated experience in collaborating with business stakeholders to develop effective system solutions to business problems.
4. Effective communication skills developed through stakeholder engagement, including experience in producing well-structured, comprehensive and clear documentation.
5. Demonstrated experience across a broad range of SAP finance functionality, combined with advanced Excel skills.
6. Demonstrated ability to achieve business outcomes at the individual level and to work collaboratively across teams to influence outcomes.

## Special Requirements:

Appointment to this role may be subject to the conditions of baseline security clearance requirements.

## About CSIRO:

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