# Position Details

## Administrative Services – CSOF4

The following information is for applicants

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| Advertised Job Title**:** | Assistant Budget Coordinator – External Budgets |
| Job Reference: | 61146 |
| 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: | 40% |
| Percentage of Client Focus - External: | 60% |
| Reports to the: | Corporate Finance Manager – Budgeting & Reporting |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries : | Michelle Santos via email Michelle.Santos@csiro.au  *Please do not email your application directly to Michelle Santos. Applications received via this method may not be considered by the selection panel.* |
| 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’ 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 Assistant Budget Co-ordinator - External Budgets will provide budget and financial accounting advice and expertise with a strong focus on providing financial support to CSIRO and its controlled entities. The role will achieve significant financial accounting outcomes and contribute to the delivery of accurate, quality financial accounting compliance. The role will also co-ordinate CSIRO’s involvement in the Commonwealth Budget process.

This is a designated security assessed position requiring the successful candidate to hold or have the ability to possess and maintain Negative Vetting 1 Australian Government security clearance.

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## Duties and Key Result Areas:

* Assist with, and undertake, government budgeting and reporting processes including:
  + Maintain and update CSIRO and subsidiary budget data in the Department of Finance’s Central Budget Management System (CBMS);
  + Prepare the Portfolio Budget Statements (PBS) and Portfolio Additional Estimates (when required);
  + Submit CSIRO and subsidiary actuals data into CBMS, including identifying variances and trends and drawing conclusions;
  + Senate Estimates and Ministerial briefings;
  + Costings for New Policy Proposals and other initiatives as required.
* Monitor the release of Estimate Memorandums and co-ordination of responses within CSIRO.
* Liaise with internal and external stakeholders on matters relating to external budgets and government reporting.
* Provide recommendations that are insightful and pragmatic, addressing issues and/or provide improvements for current and future needs of the business.
* Maintain accurate filing systems including documentation of procedures.
* 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, regionally dispersed 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/commerce or relevant work experience in an accounting or budgeting environment.**
2. **Demonstrated experience in undertaking financial accounting transactions and reconciliations to ensure accuracy, timeliness and relevance.**
3. **Demonstrated experience producing technically accurate work and proposing recommendations that have led to improvements in business processes.**
4. **Demonstrated experience being proactive and using problem solving skills to resolve accounting issues in an accurate and timely manner.**
5. **Understanding of the Commonwealth Government budget processes.**
6. **Proficiency in using, or the ability to learn how to use, CBMS.**
7. **Demonstrated proficiency in using the Microsoft Office Suite programs.**
8. **Excellent written and oral communication skills, including the ability to clearly and succinctly convey information and ideas to individuals and groups.**
9. A proven history of professional and respectful behaviours and attitudes in a collaborative environment.

## Special Requirements:

Appointment to this role may be subject to conditions including security/national police/medical/character clearance requirements.

**Security Clearance:**

This is a security assessed position. Applicants must be an Australian citizen, with successful candidate either holding or having the ability to obtain a Negative Vetting 1 (NV1) Australian Government security clearance.

## About CSIRO:

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