# Position Details

## Administrative Services – CSOF5

The following information is for applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Finance Strategy and Performance Coordinator |
| Job Reference: | 61522 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | [x]  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: | Finance Manager  |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Mrs Cindy Digby via email: cindy.digby@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:

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 Financial Strategy and Performance Co-ordinator is a key service provider to the Business

Unit (BU) and contributes to the delivery of value-add financial management by supporting the BU and Finance Leadership teams in meeting their objectives. Primarily they provide revenue, commercial, investment, risk and performance service at the BU level.

## Duties and Key Result Areas:

* Assist the Finance Manager with the Investment/budget process.
* Consolidate, monitor and review BU revenue forecasts and identify key risks & strategies.
* Forecast projected outcomes and recommend corrective actions, assisting with follow through on project plans, budget and milestone variations.
* Work with the Finance Manager to develop a financial strategy that enables delivery of the overall BU strategy. This includes developing a 4-year road map with associated KPIs & milestones.
* Analyse O2D BU pipeline and liaise with Business Development and the Management team to build the revenue forecast & out year external revenue budgets.
* Prepare monthly BU reports including commentary, issues to escalate, mitigation options and recommendations.
* Support the Finance Manager to provide strategic and analytical advice to the BU to enhance their financial position, business objectives and performance.
* Support the Finance Manager and Management Team for larger scale commercial transactions including Major Transaction Committee paper input.
* Contribute to the virtual Reporting team to enable continuous improvement.
* Manage the BU salary forecast including liaison with HR on recruitment & cessations.
* Work with the Finance Manager to ensure interaction with the Business Development and Commercial (BD&C) team to positively influence commercial terms & conditions of client agreements particularly in respect to price, cash flow, and compliance reporting.
* Liaise with Finance and Project Advisors to assist with issue resolution at Program level and determine what needs to be escalated to the management team via the Finance Manager.
* Assist the Finance Manager and Business Development to actively review the BUs pricing and in conjunction with the internal stakeholders, investigate options to improve rates of return.
* Liaise with Corporate Finance staff focused on commercialisation, knowledge transfer agent & education within the BU.
* Actively manage the BUs financial risk register.
* Lead or participate in teams assembled to address financial management initiatives, organisational initiatives or BU issues or initiatives as required.
* Support the BU capital budget processes and look at ways to improve utilisation of assets and include this in our pricing.
* Mentor and develop others as required.
* 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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
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:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
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. Ability to develop a financial strategy and associated KPIs to support, monitor and deliver business unit and organisational objectives.
3. Ability to identify and manage financial risk, provide mitigation strategies and escalate as required.
4. High level oral, written and interpersonal communication skills, including the ability to:
* Prepare insightful commentary that identifies issues and recommendations.
* Accurately communicate findings and outcomes to stakeholders through strong written and verbal communication skills that demonstrates other party’s priorities.
* Build strong relationships with stakeholders to achieve a high level of trust and respect to influence outcomes and communicate findings.
1. Ability to organise work and manage multiple priorities to enable delivery of outcomes, whilst showing attention to detail, data integrity and compliance.
2. Proficiency in using Microsoft office suite of programs.

## Desirable Criteria:

1. Knowledge and experience of systems and processes to develop and drive a financial strategy and associated KPIs to support, monitor and deliver the business unit and organisational objectives.

## Special Requirements:

Appointment to this role is subject to a Baseline Security Clearance.

## About CSIRO:

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