# Position Details

## Administrative Services – CSOF6

The following information is for applicants

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| Advertised Job Title**:** | Finance Manager |
| Job Reference: | 61740 |
| **Salary Range:** | AU $113k to AU $132k per annum, plus up to 15.4% superannuation |
| **Location:** | South Eveleigh (Sydney) New South Wales |
| **Relocation assistance:** | Will be provided to the successful candidate if required. |
| **Tenure:** | Specified Term of approximately 2 years (ending 30/06/21) |
| 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: | Executive Manager Finance, Data61 and Commercialisation |
| Number of Direct Reports: | 8 |
| Name and Contact Details For Applicant Enquiries: | Ms Louise Coutts by telephone 02 9490 5725 or email [Louise.Coutts@csiro.au](mailto:Louise.Coutts@csiro.au) |
| Contact Details For Technical Issues: | 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’) |

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**Role Overview:**

Administrative staff in CSIRO provide 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 Finance Manager is a key supporter of the Business Unit (BU) and its Leadership Team. The Finance Manager helps CSIRO achieve its strategic financial goals by providing insightful, timely information to help stakeholders make optimal financial decisions whilst adhering to accounting standards and CSIRO’s policies.

## Duties and Key Result Areas:

* Ensure effective team performance by supporting the development of team members and influencing other internal and external parties to achieve the function’s goals.
* Lead staff by developing work plans, as well as allocating and monitoring resources to achieve functional outcomes.
* Provide 4-year outlook of advice, modelling and financial road map to the BU Management team utilising rolling forecast process.
* Management of the Business Unit’s budget and forecast position, including reporting to CSIRO’s Executive Team and Finance Leadership Team on financial position, forecast, project planning and compliance to other key stakeholders.
* Inform BU management of capability utilisation, KPI progress and other efficiency trends.
* Deliver project support services to BU Leaders, Research Directors, Project Leaders and Staff.
* Highlight risks and opportunities through exception/compliance reporting and Business modelling.
* Manage the reporting of assurance issues and the follow up of remediation actions.
* Lead or participate in Finance transformation activities, Financial Management virtual teams and other organisational initiatives.
* Influence the BU’s strategic financial decisions and help align the goals of their function with program and broader CSIRO objectives; contributing to and influencing organisational policy using relevant data points.
* Manage all financial processes linked to central CSIRO including the Budgeting.
* Through a cash management lens and P&L lens, plan capital expenditure, labour and operating costs and influence contracting milestones.
* Ensure that the BU finance team follows commercialisation finance processes for all technology transfer, commercialisation & global activities.
* Build strong relationships with stakeholders to achieve a high level of trust and respect to influence strategic financial and operational management outcomes.
* 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.
* Ensure interaction with the BD&C team to positively influence commercial terms & conditions of client agreements particularly in respect to price, cash flow, and compliance reporting.
* 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.
* 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 to do this. Collaborates with other teams as well as industry colleagues.
2. **Influence and Communication:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas
3. **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
4. **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
5. **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
6. **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## Essential Criteria:

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

1. Professional qualifications in Accountancy - CA/CPA/CIMA/ACCA.
2. A track record of exceeding stakeholder expectations through anticipating and providing solutions to complex problems, with integrity, resilience and a balanced sense of urgency.
3. Strong knowledge and understanding of accounting and a proven ability to quickly learn new financial policies and procedures to deliver reliable and compliant financial records.
4. Demonstrated experience leading teams and fostering environments that encourage new ideas and knowledge transfer, including the provision of coaching and support for the development of emerging skills.
5. Proven ability to operate at a strategic level to deliver BU and organisational objectives through a diverse team.
6. Flexibility in thinking, including a demonstrated ability to adapt to and manage organisational change by successfully adjusting strategies, goals and priorities.
7. Advanced knowledge and experience using Microsoft Office Suite and SAP, along with experience in developing processes that drive a financial strategy and associated KPIs to support, monitor and deliver the BU and CSIRO objectives.

## Desirable Criteria:

1. O2D project management system experience.
2. Experience supporting commercialisation activities.

## Special Requirements:

The successful candidate will be required to gain a National Police Clearance prior to commencement.

**About CSIRO:**

We solve the greatest challenges through innovative science and technology. [Discover more about CSIRO](http://www.csiro.au/)

**CSIRO’s Commitment to Diversity**

We’re working hard to recruit diverse people and ensure all our people feel supported to do their best work and empowered to let their ideas flourish. [D&I Strategy](https://www.csiro.au/en/about/policies-guidelines/working-at-csiro/diversity-strategy)

**Flexible Working Arrangements**

We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you. [Balance](https://www.csiro.au/en/Careers/The-CSIRO-Experience/Balance)