



## POSITION DESCRIPTION

<b>Position Title:</b>	Divisional Finance Support Officer
<b>Cluster / Business Unit / Division</b>	ANSTO Maintenance and Engineering
<b>Section or Unit:</b>	Administration Support
<b>Classification:</b>	Band 4
<b>Job Family:</b>	Professional / Administration
<b>Position Description Number:</b>	PD-1131
<b>Work Contract Type:</b>	Administration
<b>STEMM/NON-STEMM:</b>	NON-STEMM

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### POSITION PURPOSE

The primary objective of the Divisional Finance Support Officer is to provide divisional finance support for ANSTO Maintenance and Engineering (AME).

### ORGANISATIONAL ENVIRONMENT

ANSTO safely operates Australia's only nuclear reactor, a multi-purpose research reactor that is one of the most productive in the world. We use advanced nuclear techniques to provide innovative solutions to some of the most challenging issues facing Australia in human health, the environment, advanced manufacturing, defence and national security. ANSTO's advanced nuclear techniques are used to support defence and national security priorities in Australia and are sought after globally. ANSTO's OPAL reactor and manufacturing facilities supply 80 per cent of Australia's nuclear medicine needs for use in the diagnosis and treatment of diseases, including cancer. The OPAL reactor is also used to irradiate silicon for use in high tech applications, such as high-speed rail, electric vehicles and satellites.

ANSTO Maintenance and Engineering is dedicated to enhancing and maintaining ANSTOs facilities and environs for operational reliability and providing a range of customer services to support ANSTOs research, business activities and projects at the Lucas Heights Science & Technology Centre.

There are 4 main units within the ANSTO Maintenance and Engineering division these being:

- Engineering Delivery and Special Projects
- Engineering Technical Services
- System Safety and Reliability
- Asset Management Services Group

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Provide financial support for AME management in order to effectively manage revenue and expenditure.
- Monitor project, capex and operational budgets to ensure budgets are tracking in accordance with forecasts;
- Provide analysis of financial reports and interpret financial data to develop reports and briefs to meet critical deadlines;
- Act as interface between AME (including Engineering Delivery and Special Projects), relevant managers and the Internal Financial Planning & Analysis Analyst to assist with budgeting process, including development, allocation and monitoring throughout the year;

- Co-ordinate and assist with the development of Engineering Delivery and Special Projects proposals;
- Maintain and submit accurate forecasts in the Finance & Procurement monthly reporting database, including providing ad-hoc and end of month reports;
- Prepare reports on the financial status of AME projects, ensuring information is correct and up to date to allow project managers to make informed decision on project progress;
- Identify, investigate and rectify discrepancies in financial data to ensure monies are correctly allocated to projects, that projects are set up correctly and that assets are capitalised allowing general ledger and budget data to be accurate;
- Ensure financial policy and processes are followed within AME and provide feedback to Finance & Procurement Division to ensure corporate systems meet division requirements;
- Ensure that when customer 'Requests for Support' are received WBS elements are established in SAP to ensure correct charging structures and maintain the AME financial information systems;
- Manage all invoice's and purchase requisitions input, tracking and reporting for AME;
- Facilitate contract administration in respect of quotations, sales orders and invoices for projects and commercial work that complies with ANSTO procedures;
- Facilitate project administration in respect of variations, retentions and progress payments in compliance with ANSTO procedures;
- Manage travel reconciliations for divisional staff and provide advice to staff on the internal travel reconciliation system;
- Provide office administration back-up during periods of leave of leave of other Business Support staff;
- Undertake additional duties as required;
- Fulfil OHSE responsibilities as specified in AG-2362 of the ANSTO OHSE system.
- Undertake additional duties as required and during period of leave of other staff.

### **Decision Making**

- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).
- Within this, the Group Executive ANSTO Maintenance & Engineering operates with a high level of autonomy and makes decisions aligning with ANSTO's strategic direction, forward planning, setting priorities and guiding staff performance and development, keeping the CEO informed.
- The ANSTO Values, Corporate Plan, Business Plan and Excellence programs, as well as the framework of legislation, policies, professional standards and resource parameters provide context for the position.
- The position provides expert and authoritative direct advice to the Chief Executive Officer and Executives on all matters relating to the delivery of Maintenance and Engineering services.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

### **Key Challenges**

- The major challenges for this position include:
- Troubleshooting financial discrepancies given the large volume of transactions and projects and the complex financial structure of AME;
- Obtaining co-operation from managers to gain accurate information and ensure relevant policies and procedures are adhered to;
- Manage a large workload including prioritisation of high profile tasks within tight timeframes.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager/Executive	<ul style="list-style-type: none"> <li>• Provide a range of financial and administrative support.</li> <li>• Receive guidance and direction.</li> <li>• Provide evidence-based advice.</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals.</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide a range of financial and administrative support.</li> <li>• Contribute to group decision making processes, planning and goals</li> </ul>
Other Internal Stake Holders	<ul style="list-style-type: none"> <li>• Receive guidance and advise from FP&amp;A.</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the General Manager Engineering Delivery and Special Projects
Direct Reports	Nil

<b>Financial Data (2022/2023)</b>	
Revenue / Grants	Nil
Operating Budget	
Staffing Budget	
Capital Budget	
Assets	

<b>Special / Physical Requirements</b>	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work may be required for short and infrequent periods Required to participate on an on-call roster
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

<b>Workplace Health &amp; Safety</b>	
	All Workers Officer (definitions found in appendix A of AP-2362)

Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System	Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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**ORGANISATIONAL CHART**

On file

**KNOWLEDGE, SKILLS AND EXPERIENCE**

1. Diploma in Finance or Accounting or relevant discipline
2. Demonstrated experience providing divisional financial or accounting support (bookkeeping, procurement, financial transaction processing);
3. Demonstrated experience in the analysis of financial reports and the subsequent ability to interpret financial data to develop reports and briefs;
4. Experience managing budgets and maintaining financial information systems;
5. Advanced Excel and SAP (or large FMIS) skills
6. Excellent verbal and written communication skills including capacity to convey information clearly and accurately to a range of internal and external stakeholders;
7. High level financial analytical and problem solving skills including high attention to detail;
8. Ability to promote continuous improvement and willingness to implement change;
9. Personal qualities that add value to a team operating in a high level client service and quality environment.

**VERIFICATION**

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Con Dedousis	Name:	Dave Filipetto
Title:	Acting General Manager Engineering Delivery and Special Projects	Title:	Acting Group Executive ANSO Maintenance and Engineering
Signature:		Signature:	
Date:	29/11/2023	Date:	29/11/2023

## Appendix 1

<b>ANSTO Job Families</b>
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour