



AUSTRALIAN HIGH COMMISSION – TARAWA

Accountant and Finance Officer

The Australian High Commission (AHC) in Tarawa invites applications for the position of Accountant and Finance officer for the provision of financial processing services to the AHC with a start date to be confirmed.

The terms of employment will be in accordance with the Australian High Commission Tarawa LES Terms and Conditions of Employment. Employment will be offered on an on-going basis at the **LE4 level** with a starting annual salary of **22,433.40 AUD**. Continued employment is subject to successful completion of a three-month probation period.

The AHC offers an attractive conditions package that includes recreation and medical leave, and an annual medical examination.

The AHC will not be responsible for any costs incurred for relocation, accommodation arrangements nor for the return of the officer to their country of origin.

Job Description

Working with the Senior Administration Officer (SAO) and the Office Manager, you will provide budget, financial reporting, and processing services for the Australian High Commission (AHC), Tarawa, as well as perform duties and responsibilities of the Post's cashier services.

Tasks and Functions

The key responsibilities of the position include, but are not limited to:

- Manage the day-to-day accounts processing operations of the post in accordance with DFAT's Financial policies and procedures and relevant legislation (e.g. The Public Governance, Performance and Accountability Act 2013).
- Use of DFAT's financial accounting software to transact, plan, monitor, investigate and report on a full range of financial management functions.
- Recommend and contribute to the implementation of better financial practices to achieve efficiencies.
- Monitor expenditure and provide timely advice and financial reports to the SAO. Assist with management of the Post's budgets including operational, capital and public diplomacy.
- Prepare financial reports and assist in preparation of End of Month returns, Fringe Benefits Tax returns and other returns as required.
- Perform cashier functions effectively, including collection of payments, issuing receipts, making cash payments, banking, managing official receipts, maintaining cashier's advances, processing advances and debtors register.
- Process supplier payments, staff reimbursements and allowances, bank transfers, fortnightly staff payroll.
- Liaise with bank personnel to ensure the effective management of official bank accounts and assist staff with opening of personal accounts to allow direct salary payments.

- Issue invoices, monitor the recovery of funds, follow-up overdue amounts and recommend further action when necessary.
- Coordinate and manage asset purchasing, maintenance and disposal in SAP.
- Respond to financial enquiries such as audit, suppliers, staff, management and monitor internal controls.
- Work with the Human Resources Officer to ensure payroll and termination records are accurately calculated and maintained.

Required Skills and Capabilities

- Qualifications in accounting or a related field.
- Experience in accounting, finance, auditing, and banking.
- Previous work experience in accounting or a related field.
- High level IT skills, including financial packages and the Microsoft suite (SAP and Excel an advantage).
- Responsive team player who can manage priorities, work independently, show initiative and self-direction in delivering your work.
- Excellent oral and written communication skills in English and Kiribati. Ability to communicate effectively with internal and external stakeholders at all levels on service delivery, financial guideline compliance and payment matters.
- Ability to analyse data, budget resources and allocate funds.

Selection Criteria

All applicants must make their claims, with reference to the above duties, against the following selection criteria

- At least two years of experience working for an organisation that involves:
 - A wide range of financial accounting functions.
 - Cashier functions, including managing advances and acquittals; and
 - End-of-month reporting, banking, preparing returns.
- Demonstrated sound judgement, professional integrity, initiative, and a flexible approach to issues. Ability to work well under pressure, plan and organise workloads to meet deadlines.
- Demonstrated interpersonal skills and an ability to work cooperatively in a team and undertake administrative duties with limited supervision.
- Excellent oral and written communication skills in English and Kiribati. Ability to communicate effectively with internal and external stakeholders at all levels on service delivery and payment matters.
- Demonstrated high level of competency and confidence in using IT systems, including Microsoft Office programs and capacity to learn new programs quickly. Proficiency in Excel and SAP will be considered an advantage.

VISA INFORMATION (International applicants only)

To work at the Australian High Commission, it is a requirement to hold a work permit/visa. The successful candidate must make his/her own visa arrangement to legally work at the High Commission. The High Commission will provide a supporting letter to facilitate the visa arrangement but will not get involved in or guarantee the process of getting a work permit/visa. The successful candidate is responsible for his/her travel and accommodation arrangements.

PREPARING YOUR APPLICATION

Your application should include:

1. **Employment & Qualification Background** - Complete Attachment A

The form is attached for completion.

2. **Statement of Claim against the Selection Criteria** - Complete Attachment B

In this statement, which **should not exceed two (2) pages**, you will describe in your own words, why you believe that you are a suitable candidate for the advertised position and how you meet each individual selection criteria.

Statements of claim that do not address all the selection criteria will not be taken into consideration.

*The Statement of Claim is the centre piece of your application and should be presented in a concise and focussed manner. In preparing your statement of claims, you **must** address each selection criteria and should highlight relevant experience and training; you may also include examples of work you have done and demonstrate how your contribution resulted in a positive outcome for your employer. Your statement of claims should be written in English.*

3. **Provide contacts for two referees** - Complete Attachment C

You need to provide contacts for two referees who are familiar with your professional as well as personal skills and competence. In most cases referees are not contacted unless you are shortlisted for the position, however, if we have a tight timeframe we may contact referees before interviews.

4. **Optional Equity and Diversity Data Sheet** - Attachment D

The form is attached.

The Equity and Diversity data sheet is not compulsory, however, it helps us to ensure we are targeting a diverse range of potential employees and it enables applicants to bring to our attention any specific needs they might have – for example highlighting any disabilities which may need to be taken into consideration at the interview venue.

Your completed application package must be emailed to ahc.tarawa@dfat.gov.au or submitted to AHC office (new building), Bairiki, no later than 4pm (Kiribati time) on **Friday 28 July 2023**.

Late or incomplete applications will not be taken into consideration.

We thank all applicants for their interest; however only those selected for an interview will be contacted. The Australian High Commission in Tarawa is committed to protecting the privacy of your personal information. Information provided will be used for recruitment and employment purposes only.

1. Personal Particulars

Title	Surname	Given Name(s)
-------	---------	---------------

Contact Details – address, telephone contact details, email address

2. Current Employment

Month/Year Commenced	Employer	Position
----------------------	----------	----------

Brief Description of your duties

3. Previous Positions Held (including movement within an organisation)

Month/Year Commenced	Month/Year Finished	Employer	Position	Level

4. Academic Qualifications

Year Received	Qualification	Institution

5. Languages

	Proficiency Level

6. Other e.g. Awards, Academic Appointments, Publications, Professional Associations, etc.

--

All applicants must make their claims against the following selection criteria:

- At least two years of experience working for an organisation that involves:
 - A wide range of financial accounting functions.
 - Cashier functions, including managing advances and acquittals; and
 - End-of-month reporting, banking, preparing returns.
- Demonstrated sound judgement, professional integrity, initiative, and a flexible approach to issues. Ability to work well under pressure, plan and organise workloads to meet deadlines.
- Demonstrated interpersonal skills and an ability to work cooperatively in a team and undertake administrative duties with limited supervision.
- Excellent oral and written communication skills in English and I-Kiribati. Ability to communicate effectively with internal and external stakeholders at all levels on service delivery and payment matters.
- Demonstrated high level of competency and confidence in using IT systems, including Microsoft Office programs and capacity to learn new programs quickly. Proficiency in Excel and SAP will be considered an advantage.

Please provide the names and details of two referees whom the High Commission can contact if you are short listed for the interview.

Referee 1

Full name of Referee:	Relationship to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	

Referee 2

Full name of Referee:	Relationship to Applicant (employer/supervisor):
Occupation (Position and company):	Phone:
Email:	

The Australian High Commission is committed to providing a fair, flexible, safe and rewarding workplace and actively encourages a working environment that is free from harassment and discrimination. The High Commission recognizes diversity and the benefits associated with building a workforce that reflects this diversity.

Measures are taken to eliminate employment-related disadvantages on the basis of gender, race or ethnicity, or physical or intellectual disability. To ensure these measures are effective, statistical information about the employment of people in these groups is required. You are not obliged to complete this form, however, by doing so you will help ensure the data collected reveals an accurate reflection of the diversity of our workforce.

Gender: M F

Are you an Australian citizen: Yes No

Were you born in Australia: Yes No

If you are not an Australian, what is your nationality?

Is English your first language: Yes No

Do you have a disability? Yes No

(Note: Please indicate below any special requirements you may have at interview.)

NOTE: In accordance with the Commonwealth Privacy Act, these details will not be disclosed to other agencies, persons or organizations. Composite statistical data will be used for reporting purposes only.