



## **DEFENCE FINANCE AND OPERATIONS OFFICER** **AUSTRALIAN EMBASSY – ABU DHABI**

### **AUSTRALIAN EMBASSY ABU DHABI**

The Embassy advances the interests of Australia and Australians in the UAE. This involves strengthening Australia's security, enhancing Australia's prosperity, and providing consular assistance to Australians. The Department of Foreign Affairs and Trade (DFAT) is the lead agency managing Australia's international presence and coordinates with other government agencies to ensure that the pursuit of Australia's interests. We have a dedicated and professional workforce from a variety of countries.

### **POSITION DETAILS**

**Title:** Defence Finance and Operations Officer

**Employment status:** Full-time (37.5 hrs per week)

**Term:** Fixed term contract (renewal considered every 12 months)

**Agency:** Department of Defence

**Classification:** LE3

**Salary:** AED 92,340 – AED 99,952 per annum plus AED 71,000 per annum housing allowance

**Closing Date of Applications:** Sunday 5 August 11.30pm

### **ROLE**

The Defence Finance and Operations Officer at the Australian Embassy in Abu Dhabi provides finance support to Australian Defence engagement and operational support for Australian military operations in the Middle East. The position primarily administers the financial services of the Defence Section and provides support to the Defence Operations Officer and Assistant Defence Attaché in operational aspects.

### **DUTIES**

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

- Undertaking routine finance processing including preparing accounts for payment.
- Processing travel and general allowances in accordance with policy and directives, in consultation with the Defence Office Manager.
- Administration of the office budget and expenses, including reporting, forecasting and monitoring.
- Management and reporting for Value Added Tax (VAT) receipting and claims.
- Undertaking procurement duties and completing asset stocktakes as required.
- Supporting the Defence Office Manager to plan and forecast annual budget.
- Acting as day-to-day liaison with the corporate team at the Embassy.
- Preparing financial reports and surveys as required.
- Maintain filing, databases, spreadsheets, registers and records for financial and operations documentation.
- General administrative duties, including faxing, photocopying, scanning and filing.

- Supporting the Defence Operations Officer in the administration of Diplomatic Clearance requests, Customs Clearance requests, and raising submissions to facilitate visas for personnel travelling to Australia.
- Providing back-up support to the Defence Office Manager and Defence Operations Officer as required and in periods of absence.

## **QUALIFICATIONS/EXPERIENCE**

- Experience in financial management.
- Proficiency in Microsoft Office software applications, Excel up to intermediate level.
- Sound written and oral communication skills.
- Sound interpersonal skills, initiative and ability to work independently within a small team.
- Ability to prioritise and meet tight deadlines.
- Prior experience working within a professional office environment.

## **APPLICATION**

Your application should comprise of no more than two (2) page statement detailing why you would like to work for the Australian Embassy and demonstrating your skills and experience against the duties and qualifications listed above. You should also send a resume of no more than two (2) pages, including contact details for two (2) professional referees.

Applications and enquiries should be sent to [defence.abudhabi@dfat.gov.au](mailto:defence.abudhabi@dfat.gov.au)

Applications that do not comprise both a two page statement and resume will not be considered.

Only applicants shortlisted for interview will be contacted.

## **ASSESSMENT**

Applications will be assessed by a Selection Panel and a shortlist established for interview. Once interviews are held, an offer will be made to the applicant considered as most suitable for the role. The successful candidate's contract will be conditional on the successful completion of a mandatory probity assessment, including police check.

## **DIVERSITY**

We are committed to building a workforce that reflects the diversity of the Australian community and to fostering a positive workplace where people treat each other and the community with respect. Our recruitment decisions are made on the basis of merit and we do not discriminate on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. Our employees enjoy equity and fairness in the workplace, opportunities for professional development, and support to balance their work and private lives.

The Embassy aims to ensure its recruitment processes are inclusive of people with disabilities and strongly encourages people with a disability to apply. We are committed to making reasonable adjustments for people with a disability in our selection processes and for our employees in the workplace.