



FINANCE ASSISTANT

AUSTRALIAN EMBASSY – ABU DHABI

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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: Finance Assistant

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

Term: Twelve month contract

Agency: Department of Foreign Affairs and Trade

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 Finance Assistant is responsible for the provision of financial processing services to the Embassy. The position holds responsibility for administering accounts payable, processing DFAT entitlements, day-to-day tracking of the Embassy's bank account and managing the Embassy's VAT claims process. The Finance Assistant is required to carry out duties in line with current legislation including the DFAT Finance Management Manual, PGPA Act and the Privacy Act.

DUTIES

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

- Management of disbursements and receipting in the Embassy's official bank account, including coordination of cash requests and day-to-day liaison with the bank.
- Undertake routine finance processing including accounts payable and accounts receivable.
- Parking Payments in SAP.
- Processing payments to vendors.
- Process Travel Allowances, Medical Claims, School Fees and general departmental allowances for DFAT, and other agencies that follow DFAT guidelines, in consultation with the Accountant.
- Manage the Embassy's Value Added Tax (VAT) receipting and claims process.
- Provide back-up support to the Accountant as required.
- Back-up Receptionist in periods of absence.
- Filing and record keeping of financial documentation.

QUALIFICATIONS/EXPERIENCE

- Accounting experience
- Proficiency in Microsoft Excel up to an intermediate level
- Proven aptitude for numerical reasoning
- Good communication skills
- Ability to prioritise and meet tight deadlines
- Prior experience working in a professional office environment

APPLICATION

Your application should comprise a one (1) 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 abudhabi.recruitment@dfat.gov.au

Applications that do not comprise both a one 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.