



Australian High Commission
Port Moresby

Candidate Information Pack

Accounts Manager Finance Corporate Services

Closing Date: Wednesday, 22 March 2017

This information package should assist potential applicants to understand the work of the Australian High Commission, what is involved in the role, the Selection Criteria, how to apply and also help you make an informed decision to apply.

Position Description

Title	Accounts Manager
Classification	Locally Engaged 5 (LE5)
Reports to	Accountant Financial Operations
Location	Port Moresby

About the Australian High Commission in Port Moresby

The Australian High Commission represents the Australian Government by advancing the interests of Australia and Australians in Papua New Guinea (PNG). Our primary national interest is in a strong bilateral relationship underpinned by a peaceful, secure and prosperous PNG and Pacific Region. The High Commission is also responsible for apprising Canberra about developments in areas such as domestic politics, immigration, economics, trade and investment, culture, defence and development cooperation, with a view to informing Australia's foreign policy. And for promoting a positive image of Australia, enhancing people-to-people links, and delivering consular assistance to Australians in need.

About the role

Under general direction, the Accounts Manager will supervise the effective financial operations of the Australian High Commission (AHC) in Port Moresby

The key responsibilities for this position are:

- Manage the workflow and outcomes of the Accounts Payable/Receivable team, including resolving complex and non-routine problems
- Manage the financial management system (SAP)
- Support continuous improvement by providing training and regular performance feedback to team members including by identifying further training needs
- Quality assure payments and receivables data and provide accurate reporting on forecasting cash balances, end of month accruals and monthly and annual budgets
- Oversight attached agency financial processes and maintain relationships with key agency staff
- Monitor the AHC debtors' and advances registers and proactively manage the repayment of overdue debts. Refine procedures and conduct outreach to minimise the occurrence of overdue debts.
- Undertake periodic quality assurance checks and internal audits
- Perform monthly access audits on finance records and provide report, including recommendations on action, to management.

- Ensure administrative support is provided to the finance area in accordance with Department of Foreign Affairs and Trade (DFAT) and other relevant financial management legislation, policies and procedures.

Required Skills and Capabilities

1. Supports and contributes to strategic direction

- identifying the relationship between goals and operational tasks
- drawing on information from diverse sources;
- using results of analysis and judgement to develop advice and recommendations;
- identifying problems and working towards resolution.

2. Achieves results

- drafting plans and timeframes for project implementation
- responding positively and flexibly to change and uncertainty
- monitoring project progress and managing priorities
- reviewing project performance
- identifying opportunities for improvement.

3. Values teamwork and builds partnerships

- drawing others into active participation
- aiding in building team identity
- assisting in broadening individuals' insight and responding to changes in client or partner needs and expectations.

4. Exemplifies personal drive and integrity

- persevering to achieve goals in the face of obstacles
- remaining calm and in control under pressure
- coping effectively with setbacks
- acknowledging mistakes and learning from them.

5. Communicates and works with influence

- listening to and considering different ideas
- identifying other people's expectations and concerns
- presenting unpopular ideas confidently and calmly
- identifying issues that may impact on tasks
- suggesting improvements to work tasks
- writing in a way that is meaningful for the reader.

Qualifications/Experience

- Previous experience or qualifications in accounting is desirable
- Intermediate skills in Microsoft Excel is desirable
- Knowledge in Tok Pisin language is desirable

Eligibility/Other Requirements

The successful candidate is required to obtain a satisfactory police check, medical check and maybe required to travel on occasions. A current driver's license is required to drive a work vehicle.

Selection Criteria

The following criteria will be used to assess an applicant's suitability for a position. When considering your application, the Selection Committee will seek evidence of performance against each of the criteria. **All applicants must address the selection criteria to be considered for this position.**

1. Supports and Contributes to strategic direction
2. Achieves results
3. Values Teamwork and Builds Partnerships
4. Demonstrates personal drive and integrity
5. Works and communicates with influence
6. Specific Specialist/professional knowledge, skills and experience

How to Apply

Applications must be submitted to The Human Resources Manager, pngahc.recruitment@dfat.gov.au by 4.30pm, **Wednesday 22 March 2017**. Late applications will not be accepted.

Your application must include:

1. A **Resume** (*3 Page maximum*) which outlines:
 - Employment history;
 - Education, qualifications and relevant training; and
 - The names and contact details of two **professional** referees.
2. **Your statement of claims** against the selection criteria (*3 Page maximum*)

Please include your name and the job title in the subject line of your email for easy reference. E.g. **John Smith – Accounts Manager, Finance Section**

Note: Given the number of applications, only those considered suitable for interview will be contacted.

The Australian High Commission promotes a workplace free from discrimination and harassment and is a smoke and buai free environment. All recruitment is based solely on merit.