



Australian High Commission
Port Moresby

Candidate Information Pack

Finance Section Corporate Services General Recruitment Round

Closing Date: Friday, 9 February 2018

This pack will help you to make an informed decision on whether to apply for the positions. It provides information on the work of the Australian High Commission, the type of work that the successful candidate will be expected to undertake, how to apply and the recruitment process.

This is a general recruitment round. The Australian High Commission, Port Moresby, is seeking to strengthen its pool of dynamic and experienced professionals for current and future positions in the Finance Section.

If you are found suitable for a role within the Australian High Commission, you will be placed on a merit list. Following the recruitment and selection processes there will be a separate process to place suitable candidates in the right roles. The Australian High Commission may place a suitable candidate in the work level classification they deem fit after assessing their application and interview performance. Some vacancies will be filled immediately and others will be filled over a 12 month period.

Position Description

Title	Finance Section Various Positions
Classification	Locally Engaged 3-4 (LE3-4)
Reports to	Various
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 Finance Section roles in Corporate Services (LE3-4)

Work at the Locally Engaged work level classification 3-4 (LE 3 and LE 4) are performed under direct and/or general direction of managers. It is expected that individuals will contribute to the establishment and attainment of team goals and be accountable for the accurate completion of work. Within the framework of general guidance employees at these levels should use initiative in undertaking their duties. Employees are expected to demonstrate an understanding of their role within the Australian High Commission's operations in PNG.

In the Finance Section, employees at the LE 3 level are expected to perform administrative financial duties including processing of payments, receipts and journals. Work produced by LE 3 employees is subject to routine monitoring by more senior staff in the Finance team.

Employees at the LE 4 level are expected to take on a supervisory role to ensure the effective finance operations. Tasks may involve a level of moderate complexity and administrative support to managers should be informed and directed by sound knowledge of the finance function.

The key responsibilities

- Maintain accurate financial records and reporting, ensuring timely processing in the relevant financial management systems (SAP)
- Contribute to end-of month and end-of financial-year outcomes through timely and accurate processing of accounts and the provision of accruals for the month
- Perform reconciliations and checks to ensure accuracy of data and information in financial records and reports
- Process financial transactions, including purchase orders, payments, receipts, journals and performing reconciliations

- Assist in the management of the Post's Advance and Debts registers and follow up as required
- Perform the cashier function, including making payments and authorising bank transfers for reimbursements
- Process allowances for DFAT Australian posted staff in a timely manner, ensuring proper acquittals of these allowances
- Ensure that the financial and budget management functions are performed in accordance with Department of Foreign Affairs and Trade (DFAT) and other relevant financial management legislation, policies and procedures
- Monitor and report on the financial performance of the aid program's departmental and administered finances against budget
- Assist in departmental and administered budget preparation and management
- Prepare fringe benefits tax analysis and reporting as required
- Perform the duties of collector of public monies
- Respond to queries and correspondence on a range of financial matters
- Provide monthly and ad hoc reports on finances as required
- Liaise with stakeholders (including attached agencies) to coordinate correct processing of payments, receipts and journals in a timely manner
- Provide training and guidance to colleagues on policies, processes and systems as required
- Provide administrative support on a range of financial matters in accordance with DFAT and other relevant financial management legislation, policies and procedures
- Assist finance areas and provide back up to the accountant as required.

Skills and Qualifications

- Relevant qualifications or experience in accounting or finance is required for this position
- Previous experience of financial management systems is highly desirable
- Experience in Microsoft Excel desirable

Eligibility/Other Requirements

The successful candidate is required to obtain a satisfactory police check, medical check and maybe required to travel on occasions.

Job Application Form

All applicants must completed the **Job Application Form** to be considered for these positions.

When completing the Job Application Form, please draw on real examples from your previous or current work experience, volunteer work and/or study which demonstrate your abilities against these criteria:

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

Note: When considering your application, the Selection Committee will seek evidence of performance against each of these criteria

How to Apply

Applications must be submitted to The Human Resources Manager, pngahc.recruitment@dfat.gov.au by 4.30pm, **Friday, 9 February 2018.**

Late applications will not be accepted. Your application must include:

1. A **Resume** (*3 Page maximum*) which outlines:
 - Employment history; and
 - Education, qualifications and relevant training.
2. Your completed **Job Application Form**

Please include your name and the job title in the subject line of your email for easy reference. E.g. **John Smith – Finance General Recruitment Round**

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.