



**VACANCY – Australian High Commission  
Finance and Personnel Officer  
Closing Date – 29 May 2018**

The Australian High Commission invites applications for the position of **Finance and Personnel Officer**. The position is fulltime **to start in early July 2018**. The terms of employment will be in accordance with the Nauru-based Terms and Conditions of Employment.

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**About the Department of Foreign Affairs and Trade (DFAT)**

The role of DFAT is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas. The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

**About the role**

Working under the general direction of the Senior Administration Officer, the Finance and Personnel Officer provides budget, financial reporting and processing services the Australia High Commission (AHC), Nauru, as well as perform duties of the Post's cashier services. In addition, the position is responsible for managing and undertaking personnel and human resource functions.

**The key responsibilities include, but are not limited to:**

- Manage the day-to-day accounts processing operations of the AHC in accordance with established policies and relevant legislation
- Use the AHC's financial accounting package SAP to plan, monitor, investigate and report on a full range of financial management transactions
- Provide advice to the SAO on financial and human resource matters
- Prepare financial reports as required
- Perform cashier functions effectively, including collection of payments, issuing receipts, making cash payments, banking, maintaining cashier's advances, processing advances and debtors register



- Process supplier payments, staff reimbursements, refunds, allowances and bank transfers
- Liaise with bank personnel to ensure the effective management of official bank accounts and assist staff with opening of personal accounts
- Recommend and contribute to the implementation of better financial practices to achieve efficiencies
- Coordinate and manage asset purchasing, maintenance and disposal
- Respond to financial enquiries including from auditors, suppliers, staff and management and monitor internal controls
- Manage and maintain personal and organisational records of employees and approvals for wages, leave and travel
- Process fortnightly salary for all LES including monthly accruals
- Manage staff recruitment, including the provision of advice, support and documentation to assist staff selection committees
- Provide orientation to new staff
- Monitor and report on the completion of performance management reviews

### **Qualifications/Experience**

- Qualifications in accounting, human resources or other related field
- Previous work experience in finance, personnel management or a related field
- High level IT skills, including financial packages and the Microsoft suite (SAP, PeopleSoft and Excel an advantage)
- Excellent oral and written communication skills in English and Nauruan.
- A valid driver's license with a good driving history must be maintained

### **Selection Criteria**

The successful applicant should have demonstrated abilities in:

- Well-developed written and oral communication skills in English and Nauruan languages
- Experience working in a similar role with responsibility for finance budget, cashier, asset management and personnel management tasks, including using finance systems
- Proven experience using Microsoft Excel
- Strong organisational skills and ability to manage multiple activities under pressure in a timely and effective manner, with limited supervision



## How to Apply

Your application must include:

- a) A **one page statement of claims** describing how you meet the selection criteria and why you think you are the most suitable person for the position;

**Statement of claims that do not address all of 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 must be written in English.*

- b) **Your CV** containing all relevant details about you, including contacts details, qualifications and employment history; and
- c) Telephone and email **contact details of two referees** and their relationship to you (previous employer, volunteer supervisor, etc).

**Clearances** – Employment is conditional on satisfactory completion of police and medical clearances.

Applications can be delivered to the Australian High Commission at MQ45, NPC Oe in Aiwo District or emailed to [carolyn.murray@dfat.gov.au](mailto:carolyn.murray@dfat.gov.au) by **4.00pm on Tuesday, 29 May 2018**.

**Late or incomplete applications will not be taken into consideration.**