



Australian High Commission
Port Moresby

Candidate Information Pack

Finance Clerk Australian Defence Staff (ADS)

Closing Date: Wednesday, 12 July 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	Finance Clerk - ADS
Classification	Locally Engaged 3 (LE3)
Reports to	Finance Supervisor - ADS
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 direction, the Accounts Officer will provide administrative support and services to help ensure the effective financial management of the Defence Cooperation Program in Papua New Guinea.

The key responsibilities for this position are:

- Processing of payments through the Defence Financial management System (FMS), ensuring all suitable documentation is provided prior to payment.
- Process payments in the post financial system (SAP) including recording payment details, receipting refund cheques and running financial reports
- Manage suitable spreadsheets relating to split payments to vendors
- Create, maintain and update vendor information and details
- Ensure vendor statements are provided to relevant Defence stakeholders and where applicable
- Process Australian payments to Overseas Financial Management cell in Canberra
- Prepare reports through the FMS as applicable
- Liaise with the Australian High Commission finance area and other relevant stakeholders on finance issues
- Manage priorities of work whilst working in a team environment
- Provide general administrative support as required
- Provide assistance or relief to other corporate areas as required.

Capabilities

1. Supports and contributes to strategic direction

- understanding the reasons for decisions and recommendations
- demonstrating an awareness of the implications of issues

- knowing where to find information, and asking questions to ensure a full understanding of an issue.

2. Achieves results

- sharing information with others and adapting to a changing environment
- working within agreed priorities
- seeking feedback to gauge satisfaction and seeking assistance when required
- organising work appropriately.

3. Values teamwork and builds partnerships

- sharing information and ensuring others are kept informed of issues
- developing and sustaining working relationships with others
- recognising the positive benefits of diversity
- responding under direction to changes in client 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, listening to and respecting other people's points of view and concerns
- writing in a way that is meaningful for the reader.

Qualifications/Experience

- Previous experience working in the finance industry is desirable
- Ability to comprehend new database and program applications
- Prior experience using SAP finance software
- Very good understanding of excel and all other Microsoft suite applications
- Strong English speaker and writer.

Required Skills

The successful candidate is required to undergo Police Clearance and Medical Checks.

Selection Criteria

All interested applicants are required to submit a one-page statement of claims outlining their suitability for the role. The statement must address the following selection criteria and provide examples and evidence from previous experience to do so:

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

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, **Wednesday, 12 July 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 (*1 Page maximum*)

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

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.