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| **Agency** | Department of Foreign Affairs and Trade |
| **Location** | Australian Embassy, Beijing |
| **Position Number** | BJ1-069 |
| **Position Title** | Accounts Officer |
| **Classification** | LE4 |
| **Section** | DFAT |
| **Reports to (title)** | Accounts Manager |
| **Status** | Ongoing, Full-time |
| **Gross Annual Salary** | RMB 182,620.20 |

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

The role of the Department of Foreign Affairs and Trade (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.

DFAT 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 position**

Under the direction of the Accounts Manager, this position will play a key role in providing a range of financial and travel services to the Embassy and deliver financial support and advice to Embassy staff and other staff within Consulate-General offices. This role offers opportunities for the successful candidate to cross skill into other areas of the section’s work and assist other team member with complex issues and projects. This position may be required to perform back-up and ad hoc duties as required.

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

* Manage the processing of routine and complex financial transactions including accounts processing, travel acquittals, budget reviewing and reporting in accordance with departmental guidelines and financial regulations.
* Provide sound advice and recommendations to Post management on financial, travel and administrative issues in accordance with the departmental guidelines, including processing invoices, reimbursements and journal entries and develop updates to policies and practices to ensure continuous improvement.
* Interpret policy and provide advice when required for administrative support services, including understanding, responding to, and resolving enquiries on a range of finance or general administrative services including contributing expertise to the implementation of systems and process improvement initiatives.
* Prepare and review monthly financial reports and maintain accurate up-to-date records, including escalating matters that require senior management intervention, investigating and resolving any queries from staff, management and attached agencies.
* Make official international travel booking, including air travel and accommodation as required and process payments including ticket fares and travel allowance in line with departmental policies.
* Provide high level support and assistance to the corporate team on tasking such as vendor creation, management of advances and debtors, office expenditure invoicing, purchase order project and Fringe Benefit Tax (FBT) reporting.
* Monitor and maintain the advance and debtors register to identify and report any issues to the Accounts Manager and contribute to their resolution.
* Support and coordinate ministerial and other high-level visits. Arrange logistic and financial bookings and process associated payments. Prepare and review expenditure reports for senior managers.
* Establish, develop, and maintain effective working relationships with a range of key internal and external stakeholders both in China and Canberra, including financial institutions and local authorities.
* Investigate and respond to system inquiries and issues related to financial transactions and resolve intermediate level queries and escalate where appropriate.
* Manage and task junior members of the team, including assisting in the delivery of financial training and management of performance agreements of team members.

**Qualifications/Experience**

* Relevant work experience in financial services.
* Capacity to undertake management/administrative duties using computer-based systems such as Microsoft Office, Excel, and SAP.
* Sound knowledge of accounting principles and practices, banking, and the analysis of financial reporting.
* Excellent verbal and written skills in both English and Chinese with experience in interpretation.
* Proficient administration skills, including ability to collate information for reporting purposes.
* Demonstrated ability to prioritise, think strategically, apply judgement to achieve results.
* Demonstrative initiative, flexibility, adaptability to operate and work effectively within a team and across teams.
* Monitor work practices and set priorities within the Accounts team, including supervising junior staff.
* Ability to multi-task, organise and prioritise workloads with limited supervision and in a timely manner.
* Strong interpersonal skills and ability to independently liaise with stakeholders and develop and maintain a wide range of productive working relationships.

## What the Australian Embassy offers:

* Attractive remuneration package that includes performance bonuses, additional insurance coverage, 14 public holidays and generous leave provisions
* Safe and secure workplace where safety of employees is a high priority, and a diverse and inclusive workplace is actively promoted
* Opportunity to work in a diplomatic mission and interact with colleagues from a broad range of interesting areas
* Opportunity to learn new skills and meet unique challenges.

**How to Apply**

Your application, written in English, should include:

* Curriculum Vitae (maximum 2 pages)
* Application for Locally Engaged Staff Employment (please see Attachment A)
* Maximum 500 words pitch (further instructions below).

Please email your application to **beijinghrrecruitment@dfat.gov.au** **before 17:00 on Wednesday, 17 January 2024**. Applications received after this time will not be considered.

Applications must be in either Microsoft Word or PDF format, with a maximum email size of 3MB.

For further information about this position, please contact [**beijinghrrecruitment@dfat.gov.au**](mailto:beijinghrrecruitment@dfat.gov.au).

Please note that only applicants short-listed for interview will receive a written reply. If you have not received any communication from the Human Resources Section of the Australian Embassy within four weeks after the close of application, please consider your application unsuccessful. Thank you for your understanding and your interest in working at the Australian Embassy, Beijing.

**Attachment A: Application for Locally Engaged Staff Employment**

Position you are applying for: Date available for work**:**

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| **PERSONAL INFORMATION** | | | | | |
| Title: | | Last Name: | | | First Name: |
| Email Address: | | Contact Number: | | | Citizenship(s) |
| Address: | | | | | |
| Are you eligible to work in the country in which you are applying for a position? Yes  No  *(Note: to be eligible to work in this country you should be a citizen, hold or be able to obtain an appropriate working visa)* | | | | | |
| How did you hear about the vacancy? | | | | | |
| **PREVIOUS AUSTRALIAN GOVERNMENT EMPLOYMENT Yes  No** | | | | | |
| Have you ever been employed by the Australian Government, either in Australia or overseas?  If yes, please provide the details.  If yes, did you ever receive a redundancy or other payment benefit? | | | | | |
| **REFERENCES** | | | | | |
| Please provide the names and email addresses of two work-related referees whom we can contact. Both referees should  be able to comment on your work performance. | | | | | |
| **REFEREE 1** | | | | | |
| Title: | First Name: | | | Last Name: | |
| Organization: | | | Position Title: | | |
| Relationship to Applicant | | | Years of Relationship: | | |
| Contact Number: | | | Email Address: | | |
| **REFEREE 2** | | | | | |
| Title: | First Name: | | | Last Name: | |
| Organization: | | | Position Title: | | |
| Relationship to Applicant | | | Years of Relationship: | | |
| Contact Number: | | | Email Address: | | |
| **APPLICANT’S STATEMENT** | | | | | |
| The above information, to the best of my knowledge, is true and correct. I consent to the mission collecting and  using information, and to relevant employers / supervisors disclosing information, in relation to my work performance  and conduct for the purpose of assessing my suitability to carry out the duties of the position I have applied for, and  suitability for employment. I understand that misstatements or omissions in my disclosures may result in a failure to hire  or immediate discharge if they are discovered  Accept: Name: Date: | | | | | |

**Guidance for your 500 words pitch**

Your 500 words pitch should be compelling and convincing. It is a chance to tell the panel why you are the right person for the job. The panel wants to know why you are interested in the role, what you can offer DFAT, and how your skills, knowledge, experience, and qualifications are applicable to the role. It should be **a maximum 500 words (12 font).**

• Say what you did (actions) and the result (outcomes)

• Use practical and substantiated outcomes

• Show your resilience and adaptability

• Highlight your strengths and interests

• Don’t assume the panel knows you or your work

• Make it appealing and interesting e.g. demonstrate how you ‘solved a difficult issue’

• Stick to the point – quality not quantity

• Use the word limit wisely

• Don’t repeat what’s already in your CV

• Ensure you check the spelling before you submit your application