# DUTY STATEMENT

**DESIGNATION: Finance Officer**

**POSITION NO: 5202 (full-time position)**

**IMMEDIATE SUPERVISOR: Senior Administrative Officer**

**DATE: 1 September 2015**

This position is responsible for the day-to-day financial management of the Embassy, ensuring compliance with Australian Government accounting standards and Department of Foreign Affairs policies and procedures. The Finance Officer supervises the Accounts/HR/Travel Section and works closely with the Senior Administrative Officer and Head of Mission.

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

* Manage the day-to-day planning, coordination, organisation and supervision of the Accounts/HR/Travel Section.
* Ensure the Embassy meets all relevant financial regulations and auditory obligations.
* Day-to-day management of the overall embassy budget, including oversight of sub-budgets – property, minor asset allocation, public diplomacy, Direct Aid Program and representational funds.
* Provide timely and accurate advice to post management on financial issues, including procurement, budgeting, expenditure, assets management, audit requirements and other financial policies.
* Manage assets in SAP in consultation with the Property Officer.
* Undertake the duties of the post Certifying Officer in accordance with FMM instructions.
* Manage the cash flow in the official bank accounts.
* Oversee the relationship between the Embassy and the bank.
* Prepare and submit of End of Month and End of Financial Year returns.
* Prepare FBT returns for A-Based officers
* Other duties as directed.

**AUSTRALIAN EMBASSY BELGRADE**

**Job Application Cover Sheet**

**1. Particulars of Position Applied For**

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| --- | --- |
| **Title** | **Location** |
| **Finance Officer** | **Australian Embassy Belgrade** |

**2. Personal Particulars**

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| --- | --- | --- |
| **Title** | **Surname** | **Given Name(s)** |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Number (incl. Area Code)** |  | **Postal Address** | | |
|  |  |  | | |
| **Home Number (incl. Area Code)** |  | **City, Suburb or Town** | **State** | **Postcode** |
|  |  |  |  |  |
| **Other Number (eg Mobile)** |  | **Email Address** | | |
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**3. Employment**

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| Are you, or have you ever been, employed within the Department of Foreign Affairs and Trade portfolio? **YES \_\_ NO \_\_** |

**4. Referees**

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| --- | --- | --- | --- | --- |
| **Referee’s Name** | |  | **Referee’s Name** | |
|  | |  |  | |
| **Contact Number** | |  | **Contact Number** | |
|  | |  |  | |
|  |  |  |  |  |

**NOTE : References are an important part of the recruitment process and may be contacted during the short listing process.**

**5 Citizenship**

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| --- | --- | --- |
|  | **Are you an Australian citizen?** | **Are you a citizen of any other country?** |
|  | **YES \_\_ NO \_\_** | **YES \_\_ NO \_\_**  *If yes please List:* |

**6. Applicant’s Statement**

The above information, to the best of my knowledge, is true and correct. I consent to the Australian Embassy Belgrade collecting and using information, including verifying my academic and/or professional qualifications with relevant institutions; and to relevant employers disclosing information, in relation to my work performance and conduct for the purpose of assessing my suitability to carry out the duties of the job I have applied for, and suitability to become an employee of the Australian Embassy Belgrade.

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| --- | --- |
| **Signature or place an X in the box below if completing form electronically** |  |
|  |  | **Date:** |
|  |  |

**AUSTRALIAN EMBASSY BELGRADE**

**Employment & Qualification Background**

**1. Personal Particulars**

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| --- | --- | --- |
| Title | **Surname** | **Given Name(s)** |
|  |  |  |

**2. Current Employment**

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| --- | --- | --- |
| **Month/Year**  **Commenced** | **Employer** | Position |
|  |  |  |
| Brief Description | | |
|  | | |

**3. Previous Positions Held (including movement within an organisation)**

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| --- | --- | --- | --- | --- |
| **Month/Year**  **Commenced** | **Month/Year**  **Finished** | Employer | **Position** | **Level** |
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**4. Academic Qualifications**

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| --- | --- | --- |
| **Year Received** | **Qualification** | Institution |
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**5. Languages**

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**6. Other** e.g. Awards, Academic Appointments, Publications, Professional Associations, etc

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**AUSTRALIAN EMBASSY BELGRADE**

**Statement addressing the selection criteria (maximum three pages)**

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| **1. Demonstrate your ability and experience in running the day-to-day financial operations of an office.** |
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| **2. Demonstrate your ability to understand and apply Australian and Serbian legislation, regulations and guidelines governing the delivery of the accounts, personnel and property services within the Embassy.** |
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| **3. Proven experience in computer based financial management programs and packages, in particular SAP Financial Management Information System (FMIS), Microsoft Excel and Word.** |
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| **4. Demonstrate of your ability to provide accurate and timely results, advice and reports; with a demonstrated ability to set priorities, show initiative, exercise sound judgement, meet tight deadlines and achieve results** |
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| **5. Provide an example of your strong oral and written communication skills, including effective negotiation, liaison and consultation skills.** |
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| **6. Provide an example of your strong interpersonal skills and ability to build productive working relationships within the office, as well as external clients and service providers.** |
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