**Application Pack – Finance Officer – Australian Embassy Kabul**

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| **Name:** |  |
| **Date of Birth:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Address:** |  |
| **Language skills:** |  |
| **Relevant University and other qualifications:** |  |
| **Question -** | **Answer (no more than 300 words in each answer)** |
| Do you have demonstrated financial management experience, sound numeracy skills, and attention to detail?  Please provide examples: |  |
| Do you have experience in budgeting, financial reporting, and/or financial accounting?  Please provide examples: |  |
| Demonstrated ability to work proactively, manage workloads, balance competing priorities and meet deadlines;  Please provide examples: |  |
| Demonstrated sound judgement, proven organisational skills and ability to follow directions, solve problems, act flexibly, and a proven ability to maintain confidentiality;  Please provide examples: |  |
| The ability to work as an individual, and as a member of a team, with minimal supervision and good interpersonal skills. Proven ability to deal with a wide range of clients, cultures and expectations.  Please provide examples: |  |
| Do you have a demonstrated ability to use a range of information technology software packages including SAP and Microsoft Office? |  |
| **Please provide the name, address, company name, phone number and email address of two referees** | Referee 1: |
|  | Referee 2: |