

## Position Description – Finance Officer - March 2020

<b>AGENCY</b>	Department of Foreign Affairs and Trade
<b>POSITION NUMBER</b>	KB003
<b>POSITION TITLE</b>	Finance Officer
<b>CLASSIFICATION</b>	LE4
<b>SECTION</b>	Administration and Finance
<b>REPORTS TO (TITLE)</b>	Senior Administrative Officer

### About the Department of Foreign Affairs and Trade

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.

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 position

Under general direction, the Finance Officer is responsible for the management, coordination and compliance of financial and accounting operations at the Embassy.

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

- Prepare, review and monitor post budgets including planning, forecasting and reporting on all associated cost objects in SAP
- Project and report on post expenditure, financial transactions and forecasts, incorporating data in SAP
- Analyse budgeting data and provide advice to post management on variances between actual expenditure and planned
- Calculate cost recovery, identifying appropriate apportionment of joint expenses and ensure the correct charging to Attached Agencies
- Prepare and process payroll including calculations of pay variations
- Maintain a register of cash advances at Post in consultation with the Senior Administrative Officer
- Develop and maintain relationships with banks, vendors, customers and other stakeholders, both internal and external, to achieve post financial objectives
- Supervise the Accounts Assistant, and ensure the integrity of work produced by staff in the finance team
- Manage and maintain end of month schedules, and end of financial year reports in SAP. Provide variance reporting and analysis of data to the SAO to enable end of month certification

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- Monitor the recording of bulk financial approvals and ensure that the approved funding levels are not exceeded in the allocated time frames
  - Regularly order bank statements and enter bank transactions in SAP. Ensure that there is appropriate record keeping for all financial transactions and that the associated documentation is filed correctly in the records management information system

#### **Qualifications/Experience**

- Qualifications and/or demonstrated work experience in financial management, accounting or related field
- Computer literacy in SAP, Excel, Outlook and other Microsoft Office software applications
- Strong written and oral communication skills in English and Dari
- Demonstrated ability to build and maintain effective working relationships with stakeholders, and to work effectively in a small team
- High-level interpersonal and organisational skills, including the ability to take initiative and improve work practices