



Embassy of Australia
Seoul

Job Vacancy

Accounts Officer/Cashier/LANA (Local Area Network Administrator) (Fixed Term)

Position Description

Reports to:	Accounts Director
Position title:	Accounts Officer/Cashier/LANA (Fixed Term)
Position level and Salary:	Locally Engaged 3 level with a salary of KRW 3,242,614 per month
Employment period:	The position is fixed term (non-ongoing) from mid-November 2018 to January 2020 (15 months)

Vacancy Details

Vacancy type:	Internal & External vacancy
Additional information:	Send applications to seoul.recruitment@dfat.gov.au Please submit application materials in Microsoft Word or PDF formats only . <u>Please indicate your full name and the position title in the subject line</u>
Proposed published date:	17 September 2018
Proposed closing date:	Opening of business on 04 October 2018 <u>Applications received after the closing date will not be considered</u>

Requirements

Applications must include:

- Application for Locally Engaged Staff Employment (form attached separately)
- A written statement (no longer than two typed pages) directly addressing the applicant's abilities and claims against the position requirements
- Curriculum vitae
- Details of two referees who may be contacted if necessary

Other Requirements

The successful applicant will be required to provide a police security clearance certificate and undergo a medical examination to determine fitness for duty

Key Responsibilities

- Setting e-payments, collecting cash-desk reports from sub-cashiers, issuing SAP electronic receipts and reconciling cash desk reports with actual daily deposits into the bank account
- Parking and/or posting SAP entries for accounts payables, accounts receivables and general ledger accounts.
- Prepare payment requests and verify supporting documentation submitted for payments
- Maintain IT network and communication system
- Other duties as directed by the supervisor

Position Requirements

Competencies

- A sound understanding of accounting processes and IT related issues
- Detailed knowledge of the operation of the SAP Financial Management Information System or other accounting system including accounts payables and accounts receivables
- Detailed knowledge of Microsoft programs such as Outlook, Excel, Word and etc
- Demonstrated ability to work with limited supervision, to prioritise tasking and manage workflow in a high pressure environment
- The ability to work efficiently and effectively as a member of a small team
- The ability to communicate effectively at all levels
- A high proficiency in both written and spoken Korean and English

Special Requirements

It is highly desirable that applicants have the following:

- Previous experience as an Accounts Officer in a Diplomatic Mission / Government Agencies
- Appropriate IT qualifications/experience (Understanding basic program languages such as html and css would also be an advantage)

Note

For selection purposes, each of the above competencies will be considered. In order to manage the recruitment process efficiently, only applicants who are successfully shortlisted for interview will be contacted. If you have not been requested to attend an interview within four weeks of the closing date please assume that your application has not been successful on this occasion.