



Embassy of Australia
Seoul

Job Vacancy

Accounts & Travel Officer

Position number: SE024

Reports to: Accounts Manager

Key conditions of service

The Australian Embassy in Seoul offers an attractive employment conditions package, a friendly and supportive work culture, and a comfortable office environment. Key conditions of service for this position are set out below.

Position Level and Salary

- Locally Engaged Staff Level 3 with a starting gross salary of KRW 44,479,212 per annum.

Employment period

- This is a permanent position. The successful applicant will be engaged initially on a 12-month fixed-term contract, with extension subject to performance. This includes a 3-month probation period.

Standard working hours

- Monday to Friday, 37.5 hours per week. Non-standard hours worked will be offset by flexible leave time or time off in lieu or overtime payments.

Leave

The Embassy offers generous annual leave provisions, including:

- Recreation leave: up to 25 days per year (accrued monthly)
- Personal leave: up to 10 days per year (includes sick leave and carer's leave)
- Special leave: up to 5 days per year

Performance Management

- All staff participate in the Embassy's Performance Management System. Any increases in salary are dependent on performance-based outcomes.

Relocation/Travel Assistance

- The Embassy does not offer relocation or travel assistance for this position.

How to apply

Applications must include **all** the following:

- Completed Embassy application form,
- A written statement in English (no more than 1,000 words) directly addressing why you are the best person for the job, against the position description, and
- Curriculum vitae.

Materials should only be submitted in **Microsoft Word** or **PDF formats** to seoul.recruitment@dfat.gov.au.

Please indicate your full name and the position title in the subject line.

Application closing time and date

- 09:00am (Korea Standard Time) Monday, 30 September 2024. Applications received after the closing time and date will not be considered by the Selection Advisory Committee.

Other Requirements

- The Embassy does not sponsor visas. All non-Korean citizens must independently hold an appropriate visa to work in the Republic of Korea.
- The successful applicant will be required to submit to a probity check which will include obtaining police clearances and undergo a pre-employment medical examination to determine fitness for duty.

Note

In order to manage the recruitment process efficiently, only applicants who are successfully shortlisted for further assessments (typically written exercise or 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.

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	SE024
POSITION TITLE	Accounts/Travel Officer
CLASSIFICATION	LE3
SECTION	Corporate & Consular Services Section
REPORTS TO (TITLE)	Accounts Manager
EMPLOYMENT TYPE	On-going (Permanent)

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 of the Accounts Manager, the Accounts/Travel Officer ensures the day-to-day financial operations of the Embassy operate in accordance with Australian Government guidelines and financial regulations. As part of a small team, this position is responsible for the timely and accurate processing and payment of Accounts Payable, receipting of Accounts Receivable, and travel services for the Embassy.

Key responsibilities of the position include but are not limited to:

- Perform financial processes in accordance with departmental guidelines and financial regulations including processing invoices, reimbursement requests and other Accounts Payable transactions using SAP.
- Act as first authorising signatory on official payments including banking of collections into official accounts, making appropriate revenue entries into SAP and issuing receipts.
- Manage travel bookings for Embassy staff and other official visitors, including calculating travel allowances. Monitor the Movement Requisition Register, ensure all travel is acquitted in a timely manner and all travel documents are filed appropriately.
- Establish, develop and maintain strong working relationships with a range of key internal and external stakeholders, including with travel providers in relation to travel bookings, issues and complaints.
- Maintain the travel instructions and provide advice on the travel policy to staff members.
- Manage financial arrangements for embassy staff personal financial contributions in SAP.
- Manage the Value Added Tax (VAT) refund process for the embassy including preparation of forms for submission to the Ministry of Foreign Affairs and receipting and payments of VAT refunds.

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- Ensure all finance related documentation is retained in the Embassy's records management system and in accordance with departmental guidelines.
 - Act as back-up to the Accounts Officer/Local Area Network Administrator and act as the Accounts Manager during staff absences.
 - Perform other duties as directed.

Our Ideal Candidate/Capabilities required

- Working knowledge of a FMIS such as SAP and TMI, an intermediate to advanced level of Excel spreadsheeting skills and high degree of proficiency in using the Microsoft Office suite. A qualification in accounting or finance or equivalent experience is highly desirable.
- Excellent written and oral communication skills, English and Korean, in person and over the telephone.
- An eye for detail, high levels of accuracy, and adherence to financial legislation, policy and guidance
- A genuine customer focus and an ability to liaise with stakeholders across the embassy to ensure a high level of service delivery.
- Ability to work in a small team to achieve outcomes.
- Experience working for an international organisation is highly desirable.
- Able to discretely handle sensitive and personal information with care.