



Embassy of Australia
Seoul

Job Vacancy

Accounts Manager

Position Description

Reports to:	Counsellor (Management) and Consul-General
Position title:	Accounts Manager
Position number:	SE002
Position level and Salary:	Locally Engaged 5 level with a salary of KRW 64,342,200 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.

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:	Friday 05 July 2024
Proposed closing date:	Sunday 21 July 2024 <u>Applications received after the closing date will not be considered</u>

Requirements

Applications must include **all** the following:

- Completed Embassy application form
- A written statement (no longer than two typed pages) directly addressing why you are the best person for the job, against the position requirements
- Curriculum vitae

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

- Managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Ensuring that all the financial operations of the Embassy (such as accounts payable, accounts receivable and refund processing functions) are delivered in compliance with Australian Government guidelines and financial regulations.
- Preparing relevant financial returns (e.g. End of Month return and annual Fringe Benefits Tax return) in accordance with departmental guidelines.
- Working closely with the Embassy Human Resources Team to ensure Locally Engaged Staff entitlements are calculated and administered correctly.
- Working closely with the Embassy Property Team, ensure Embassy assets are correctly recorded and managed in the SAP Financial Management Information System (FMIS).
- Assisting the Counsellor (Management) and Consul-General with Embassy budget management, including initial budget preparations and periodic reviews thorough TM1 and costing bids for additional internal resourcing.
- Providing expenditure reports and strategic financial insight and advice to Embassy Management, Attached Agencies, and other relevant internal stakeholders.
- Assisting with financial or performance audit sampling related requests.
- Administration of local and Australia-issued corporate credit cards.
- Other duties as directed.

Position Requirements

Competencies

- 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.
- Experience managing diverse budgets, including with operating and capital budget components.
- 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 anticipate financial risks, update forecasts, and prioritise funds in line with strategic outcomes.
- Ability to lead 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.

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.