



Embassy of Australia
Seoul

Position Fact Sheet

Accounts Manager (fixed-term)

Position number: SE002

Reports to: Counsellor and Consul-General

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 5 with a starting gross salary of KRW 6,474,435 per month.

Employment period

- This is a temporary position. The successful applicant will be engaged on a 9-month fixed-term contract ending on 14 July 2027, with a possibility of extension. 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.

Leave

The Embassy offers generous annual leave provisions, including:

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

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

Click the [DFAT Careers](#) link to view the vacancy details and start your application by following the website's instructions.

It is also searchable by entering relevant key words (e.g. Seoul) in a Job Search tab.

Application closing time and date

- 09:00am (Korea Standard Time) Monday, 24 August 2026. 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.

