



LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	SE002
POSITION TITLE	Accounts Manager (fixed-term)
CLASSIFICATION	LE5
SECTION	Corporate & Consular Services Section
REPORTS TO (TITLE)	Counsellor (Management) and Consul-General
EMPLOYMENT TYPE	Non-going (Fixed-Term)

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

With limited direction, the Accounts Manager ensures the day-to-day financial operations of the Embassy operate in accordance with Australian Government guidelines and financial regulations. Leading a small team, this position is responsible for the timely and accurate processing and payment of Accounts Payable, receipting of Accounts Receivable, management of Embassy cashflow, management of vendor and customer records and budget management.

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

- 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.

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 required.
- Experience working for an international organisation is highly desirable.
- Excellent written and oral communication skills in English and Korean.
- 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.
- Able to discretely handle sensitive and personal information.