

Finance and Administration Officer, LE3 – DoD – Amman, December 2023

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| AGENCY | Department of Defence |
| POSITION TITLE | Defence Finance & Administration Officer |
| CLASSIFICATION | LE3.1 |
| SALARY | 1225.350 JOD |
| SECTION | Defence |
| REPORTS TO (TITLE) | Office Manager |

About the Department of Defence (DoD)

The primary role of Defence is to defend Australia and its national interests in order to advance Australia's security and prosperity. Australia's defence policy is founded on the principle of self-reliance in the direct defence of Australia, but with a capacity to do more where there are shared interests with partners and allies.

About the Position

The Defence Finance and Administration Officer at the Australian Embassy in Amman provides administrative support to the Office Manager in budgetary and administrative matters. In addition, the holder of this position is to provide administrative assistance to the Defence Operations and Protocol Manager, Assistant Defence Attaché (ADA) and the Defence Attaché (DA) as directed.

The key responsibilities of the position include, but are not limited to:

- Planning, processing and acquitting travel and accommodation arrangement for in-country visits as well as the DA and the ADA.
- Conduct regular (at least monthly) monitoring of budget allocations against expenditure.
- Processing DA and ADA domestic arrangements (Accommodation, Medical Claims, School Fees etc), and general allowances in accordance with Defence directives.
- Undertaking routine finance processes, including preparing accounts for payment.
- Conduct comprehensive management of finance related information, including maintaining filing, database spreadsheets, registers, and records.
- Preparing financial reports and surveys, including Cost of Living Survey, as required.
- Manage the preparation and administration associated with Post Liaison Visits.
- Organise and facilitate social functions and event management, including approvals requests through DAOM, guest invitations and lists, and catering company management.
- Providing back-up support to the Defence Office Manager and Defence Operations and Protocol Manager as required and in periods of absence.

Qualifications/Experience

Essential:

- Excellent written and oral communication skills in English and Arabic.
- Excellent organisational skills, including the ability to perform under pressure, manage high work volumes and set priorities with a high degree of commitment and initiative, and ability to work independently within a small team.
- Ability to set priorities and organise workloads to achieve outcomes and meet deadlines.

Desirable:

- Experience in administrative and financial management is desirable.
- Prior experience working within a professional office environment.
- Proficiency in Microsoft Office software applications (Excel up to intermediate level).

SELECTION CRITERIA

The purpose of selection criteria is to assist in making an objective decision about the most suitable candidates for the position. The selection criteria questions are designed to learn more about your knowledge, abilities, skills, and personal attributes that are required to perform the advertised position. This makes it easier to select the most highly qualified candidates.

Responses to selection criteria should provide examples that highlight your strengths, achievements, capabilities, and experiences relevant to the advertised position with no more than **300 words** for each criterion. Applicants are encouraged to use the STAR method when preparing their written submission and base their responses on previous professional experience using work examples.

- S Situation – describe the situation you faced.
- T Task – what was the task/s you were responsible for.
- A Action – what steps did you take to address the issues and why.
- R Result – what outcomes or benefits did your action/s achieve.

Criteria

- 1- Give one example of your financial reporting abilities and budgeting skills.
- 2- Give one example when you had to prepare for an event from A to Z.
- 3- Give one example when you had to manage multiple priorities with deadline.

Applications that do not specifically address the required skills and experience in the written submission will not be considered.



Submitting your application:

Applicants must submit:

- A short resume (maximum two pages).
- A written submission addressing the three selection criteria above, with 300 max words for each criterion.
- At least two employment referees including contact details – if currently employed, one referee should be your current supervisor.
- Mention the title of the vacancy (Defence Finance & Administration Officer).

Please e-mail applications to (amman.applications@dfat.gov.au) by 23:59 hrs, 31st of Dec 2023. Incomplete or late applications will not be considered.

Only shortlisted applicants will be contacted for the test and interview.