



## Position Description

<b>Agency</b>	Department of Foreign Affairs and Trade
<b>Position number</b>	AM004, AM005
<b>Title</b>	Finance Officer
<b>Classification</b>	LE3
<b>Section</b>	Finance and Administration
<b>Reports to (title)</b>	Finance & HR Manager
<b>Salary</b>	1,225.350 JD per Month.

### ABOUT THE DEPARTMENT OF FOREIGN AFFAIRS AND TRADE (DFAT)

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

The Finance Officer, under the direction of the Finance & HR Manager, performs a range of accounts payable/receivable administrative tasks and SAP financial transaction processing and reporting.

The key responsibilities include, but are not limited to:

- Prepare expenditure proposal documentation for approval/processing.
- Create and maintain Vendor Master Data.
- Assist with diplomats' representation allowances and other entitlements.
- Assist in preparation of travel allowance advances.
- Provide expenditure reports as required.
- Act as back up cashier, prepare cheques, and perform banking
- Prepare accounts receivables.
- Act as Collector of Public Money.
- Perform role of cash desk owner.
- Posting payments in SAP for Embassy expenditure.
- Creating staff invoices and follow up on recovery of debts.
- Process invoices of daily/regular payments by other agencies and employees.
- Hold petty cash advance, disburse payments, and conduct acquittals.
- Hold cheques in safe, prepare cheques and act as counter-signing officer.
- Bank public money in Embassy's official bank account.
- Maintain revenue/expenditure records in SAP.
- Back up for End Of Month schedule and reporting.
- Back up for post budget preparation and updating budget on budgeting system (TM1).
- Back up for Senior Finance Officer and Finance & HR Manager when needed.

## QUALIFICATIONS/EXPERIENCE

The successful candidate must demonstrate:

- BA in Finance, Accounting or Business and/or equivalent proven experience in similar position in NGOs or Embassies.
- Full fluency in English and Arabic Languages.
- Excellent written and verbal communication skills.
- Excellent analytical and numerical skills.
- High attention to detail and capacity to juggle priorities.
- Ability to work harmoniously in cross-cultural environments.
- Advanced Level in using Microsoft Excel is a plus.
- Experience in using SAP is a plus.

## SELECTION CRITERIA

The successful candidate must demonstrate:

- Strong administration and organisation skills with close attention to detail.
- Excellent Oral and written communication skill.
- Experience in using accounting systems or the ability to learn it.
- Budget analysis using Microsoft excel.

Responses to selection criteria should provide examples that highlight your strengths, achievements, capabilities, and experiences relevant to the advertised position. 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

Your response for each selection criteria should be between **200-300 words per response**.

Applications that do not specifically address the required skills and experience in the written submission will not be considered. Only shortlisted applicants will be contacted for interview.



Submitting your application:

Applicants must submit:

- A short resume (maximum two pages).
- A written submission addressing the selection criteria above, with 200-300 words for each criterion as explained.
- At least two employment referees including contact details – if currently employed, one referee should be your current supervisor.
- Mention the title of the vacancy (Finance Officer).

Please e-mail applications to ([amman.applications@dfat.gov.au](mailto:amman.applications@dfat.gov.au)) by 23:59 hrs, Sunday the 30<sup>th</sup> of June 2024. Incomplete or late applications will not be considered.

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