



Embassy of Australia
Seoul

Job Vacancy

Accounts Officer/LANA (Local Area Network Administrator)

Position Description

Reports to:	Accounts Director
Position title:	Accounts Officer/LANA
Position number:	SE008
Position level and Salary:	Locally Engaged 3 level with a salary of KRW 44,479,212 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:	Tuesday 09 April 2024
Proposed closing date:	Tuesday 23 April 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

- Perform financial processes in accordance with departmental guidelines and financial regulations including processing invoices, reimbursement requests, vendor records and other claims using SAP.
- Act as first authorising signatory on official payments including banking of collections into official accounts, making appropriate revenue entries into SAP and issuing receipts.
- Manage temporary and permanent cash advances in SAP.
- Establish, develop and maintain strong working relationships with a range of key internal and external stakeholders including with service providers and key suppliers in relation to invoices and payments.
- Work closely with the Regional IT Officer and Regional Technical Officer to support delivery of IT services to embassy staff.
- Provide day-to-day IT support services for basic IT support including printers, photocopiers, IT equipment, troubleshooting, system account activation, basic Microsoft Windows support and liaise with the departmental IT support as required.
- Manage the embassy's telephone and wifi services, including providing support for virtual meetings using Webex, Teams and Zoom.
- Assist with the setup of IT equipment and networks in the temporary office during an Australian Ministerial Visit and provide ongoing IT support for the duration of the visit.
- Provide support for other IT administrative tasks if required.
- Ensure all finance and IT related documentation is retained in the Embassy's records management system.
- Perform other duties and back-up to Accounts Director and back-up Accounts/Travel Officer as required.

Position Requirements

Competencies

- Knowledge of a Financial Management Information System such as SAP. A qualification in accounting or finance or equivalent experience is desirable.
- Experience in the information and communication technology (ICT) field with a good working knowledge of Microsoft software. A qualification in ICT or equivalent experience is desirable.
- Excellent written and oral communication skills, English and Korean, in person and over the telephone.
- Experience working for an international organisation.
- Ability to work with limited supervision, prioritise and work in a high pressure environment.
- Ability to work well within a team.
- Discrete, able to 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.