



Australian Embassy,
Indonesia

OFFICE CIRCULAR

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Subject : IMMEDIATE VACANCY

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VACANCY: (LE6) DFAT C&A – Deputy Manager – Financial Services

Applications are invited for the above position in the Consular and Administration branch of the Department of Foreign Affairs and Trade at the Australian Embassy, Indonesia. The position is ongoing with an expected commencement date in July 2018.

2. The successful applicant must have the skills and capabilities as set out in the attached position description. Applicants should submit a completed Application Form which includes a 1-page essay of no more than 1,000 words telling us how your skills, experience and qualifications makes you the best candidate for this opportunity and a curriculum vitae (résumé) and details of two referees who may be contacted if necessary should also be included. Incomplete Application Forms will not be progressed to the next stage.

3. A monthly salary of IDR 26,990,333 will be offered to the successful applicant.

4. Applications should be directed to Tanya Mahindria, Recruitment Officer, jakartajobapplications@dfat.gov.au with subject **LE6 - Finance** by **no later than Wednesday, 25 April 2018**. Please note that no phone enquiries will be taken and only short-listed applicants will be contacted for interview.

A handwritten signature in black ink, appearing to read 'Majell Hind'.

Majell Hind
Minister-Counsellor (Management) and
Consul-General



Australian Embassy
Indonesia

Deputy Manager – Financial Services (DFAT C&A, Australian Embassy Indonesia)

Position Reference: 5663

Level 6: IDR 26,990,333 per month

DFAT Consular and Administration, Australian Embassy Indonesia

Ongoing, Full-time

Reports to: Manager – Financial Services

The opportunity

The Australian Embassy is looking for an experienced and dynamic senior financial management professional to assist in overseeing the management of the mission's multi-million dollar budget and financial services.

As a foreign mission the Embassy provides a unique working environment in which the Department of Foreign Affairs and Trade (DFAT) not only manages its own budget in accordance with Australian accounting standards but also provides a range of financial management services to a number of other Australian Government agencies, The Australian Mission to ASEAN and Consulates-General in Bali, Surabaya and Makassar.

The ideal candidate for this role will have significant experience in a senior financial management and leadership role in either a public or private sector organisation and be seeking an opportunity to take those skills to the next level in a complex and rewarding international environment. Under general direction, this position will have a key role in managing the delivery of financial management services within the Embassy and will report to the Manager - Financial Services.

Our ideal candidate

We are looking for the ideal candidate that possesses the required qualification and skills specified in the attached position description.

Who we are

We are a motivated and professional team with a wide variety of qualifications and backgrounds. We welcome people with private-sector experience. We value people with ideas, the ability to present them persuasively, and the drive and skill to see them adopted. We take pride in our reputation for acting with integrity and discretion. We seek greater diversity in our workforce.

What we offer

- A diverse and inclusive workplace and attractive remuneration package
- Exciting and fulfilling work at the heart of Australia and Indonesian bilateral relations
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.

How to apply

Submit an application directed to Tanya Mahindria, Recruitment Officer, jakartajobapplications@dfat.gov.au with subject: **LE6 - Finance** by no later than **Wednesday, 25 April 2018**. As part of your application you will need to provide:

- A Curriculum Vitae of no more than two pages.
- A completed Application Form in [word](#) or [PDF](#) (available on the Australian Embassy website) which includes a 1-page essay of no more than 1,000 words telling us how your skills, experience and qualifications makes you the best candidate for this opportunity. Incomplete Application Forms will not progress to the next stage.

Tell us why you are the right person for the job. We want to know why you want to work at the Australian Embassy Indonesia, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role. In short – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Who to contact

All queries relating to job applications should be directed to Tanya Mahindria, Recruitment Officer via email jakartajobapplications@dfat.gov.au

No phone enquiries will be taken and only short-listed applicants will be notified.

Things to note

Australian Embassy Indonesia employees are expected to adhere to the Locally-engaged Staff Code of Conduct and employment principles in terms of performance and standards of behaviour.

Advancing the interests of Australia and Australians internationally

Position Description – Jakarta Post, February 2018

Agency	Department of Foreign Affairs and Trade
Position number	5663
Title	Deputy Manager - Financial Services
Classification	LE6
Section	Consular & Administration - Finance
Reports to	Manager – Financial Services

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.

Australia and Indonesia have an effective development partnership that is boosting economic growth and tackling poverty, improving health and education outcomes, and strengthening democracy, justice and governance.

About the position

As a foreign mission the Embassy provides a unique working environment in which DFAT not only manages its own budget in accordance with Australian accounting standards but also provides a range of financial management services to a number of other Australian Government agencies, The Australian Mission to ASEAN and Consulates-General in Bali, Surabaya and Makassar. The Embassy will also provide cross-border financial services to Australian diplomatic missions in the region.

Under limited direction, the Deputy Manager, Financial Services, manages the finance team who provide efficient and effective financial administration and travel services to a variety of clients.

The key responsibilities for this position include, but are not limited to:

- Manage a team of finance officers in order to provide high quality financial administration services to the Embassy
- Provide guidance and advice in relation to the application of financial management and accounting policies to clients

- Maintain an up to date knowledge of, and ensure compliance with, DFAT financial management policies, regulations and processes with particular reference to procurement, travel and representation funds.
- Assist with the strategic budget planning and provide advice and analysis to senior management on expenditure and trends, and planned future expenditure
- Develop and manage budget scenarios in response to changing priorities and budget allocations
- Identify, monitor and manage risks to both financial data integrity and expenditure behaviour that could impact on budget performance
- Develop and maintain strong working relationships with internal and external stakeholders to achieve work area and department goals
- Manage contract, service, banking and travel service provider agreements
- Manage the quality assurance review process for the accounts receivable and payable functions, and resolve any issues identified
- Investigate and resolve complex financial queries regarding various financial transactions from internal and external stakeholders
- Utilise SAP to deliver financial management services, and provide comprehensive user training
- Manage the preparation of end of month reporting, and monthly budget reporting and analysis
- Assist with the management and organisation of regular finance and budget meetings, and represent the work area at meetings as required
- Assist with providing strategic advice to post management on ReDESIGN-related financial improvements to support an effective, whole-of-post delivery against post's key financial priorities, including providing advice to spoke posts

Qualifications/Experience

1. Tertiary level accounting/finance qualifications
2. Internationally recognised professional accounting qualifications
3. Extensive experience (three years and above) in managing financial operations at an international organisation and in a cross-culture environment
4. Strong leadership skills, and a proven ability to manage a team effectively in the delivery of financial services
5. Highly developed communication and liaison skills in both written and spoken English and Bahasa Indonesia
6. Expert level skills and experience with a financial management information system (i.e. SAP)