



Finance Manager
(AFP, Australian Embassy Indonesia)

Position Reference: 11189

LES Expat (LE5): IDR 280,000 per hour

Australian Federal Police, Australian Embassy Indonesia

Non-Ongoing on job-share basis for 12 months with renewal option, Full-time

Reports to: AFP Senior Liaison Officer (SLO)

The opportunity

The Australian Federal Police (AFP) is looking for a Finance Manager to join its team in the Australian Embassy Jakarta. We are looking for someone to manage and co-ordinate the financial compliance, governance and day to day financial operations of the AFP Jakarta Office.

Our ideal candidate

The ideal candidate will have previous experience working in a finance related role, knowledge and understanding of the financial and administrative framework applicable to AFP operations and administration, a valid KITAS, multiple entry visa and IMTA (working permit) and the ability to obtain and maintain a NV1 (Secret) Australian Government security clearance.

We are looking for a candidate that posses the required qualifications and skills specified in the attached position description.

Who we are

The AFP's role is to enforce Commonwealth criminal law, contribute to combating organised crime and to protect Commonwealth interests from criminal activity in Australia and overseas. The AFP is Australia's international law enforcement and policing representative, and the Government's chief source of advice on policing issues. The AFP works closely with a range of other law enforcement and government agencies at state, territory, Commonwealth and international levels, enhancing safety and providing a secure regional and global environment.

AFP Indonesia is 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 and respect diversity in our workforce.

What we offer

- A diverse and inclusive workplace and attractive remuneration package
- Exciting and challenging work at the heart of Australia and Indonesian Law Enforcement bilateral relations

- The opportunity to work as part of a dedicated and professional team contributing to achieving the AFP's objectives in Indonesia.

How to apply

Submit an application directed to Tanya Mahindria, Recruitment Officer, jakartajobapplications@dfat.gov.au with subject: **AFP Finance Manager** by no later than **Monday, 19 March 2018**. As part of your application you will need to provide:

- A Curriculum Vitae of no more than two pages.
- A completed [Application Form](#) (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.

This position requires the granting of an Australian National Security clearance to the level of Secret. Applicants must be an Australian citizen only to be eligible for this security clearance. Australians with dual citizenship will not be cleared to work in DFAT missions if the secondary citizenship is that of the host county. Applicants unable to receive a clearance will not be employed.

Advancing the interests of Australia and Australians internationally

Position Description – Jakarta Post, March 2017

Agency	Australian Federal Police
Position number	11189
Title	Finance Manager
Classification	LE5 (LES Expat)
Section	Australian Federal Police
Reports to	AFP Senior Liaison Officer

About the Australian Federal Police (AFP)

The AFP's role is to enforce Commonwealth criminal law, contribute to combating organised crime and to protect Commonwealth interests from criminal activity in Australia and overseas. The AFP is Australia's international law enforcement and policing representative, and the Government's chief source of advice on policing issues. The AFP works closely with a range of other law enforcement and government agencies at state, territory, Commonwealth and international levels, enhancing safety and providing a secure regional and global environment.

AFP Indonesia is located within the Australian Embassy in Jakarta, the Australian Consulate in Bali and the Jakarta Centre for Law Enforcement Cooperation (JCLEC) in Semarang.

About the position

Under the general direction of the Senior Liaison Officer - Jakarta, the AFP Finance Manager leads and coordinates financial compliance, governance and day-to-day financial operations for the Indonesian cost centres (excluding JCLEC). The position is required to develop and maintain effective relationships with AFP HQ corporate support teams (HR, Finance, Building and Accommodation) and other agencies at Post to ensure high level support for AFP Indonesia management and its members.

The Finance Manager assists the Office Manager in: setting priorities for the locally-engaged members of the Administration Team, providing feedback on their performance, and providing guidance on problem solving to ensure day-to-day activity supports delivery of the AFP's strategic and operational objectives.

The role requires high levels of self-direction, decision making and problem solving skills and the capacity to deliver quality results in a fast-paced and time-pressured environment. A working knowledge of the AFP's strategic and operational priorities as they relate to Indonesia is essential to the role.

The key responsibilities for this position include:

- Provide briefings, advice and expertise to the AFP Manager of South East Asia (MSEA) and Senior Liaison Officer (SLO) Jakarta on a range of finance issues; and ensuring broader influences, potential solutions/recommendations and stakeholder consultation with DFAT Jakarta and AFP Canberra are been applied.
- Possess and maintain a detailed operational and financial awareness of the AFP in Indonesia and Australia and an understanding of how government policies and issues impact and are relevant to the AFP.
- Manage AFP Indonesia's Departmental and Administered finances according to legislation, policies and guidelines (e.g. Commonwealth accountability framework, and AFP internal policies). Prepare and submit required financial reporting to meet compliance obligations (e.g. FBT returns, asset registers, cash books).
- Manage and build the capability of the LES team through guidance, mentoring performance, providing regular and constructive feedback; and recognising and encouraging diverse and different working methods and views.
- Build annual budgets and guide the cost centre delegates on financial performance to achieve agreed performance standards and goals.
- Liaise, collaborate and build partnerships with key embassy and AFP stakeholders to initiate, create and put into action new and revised initiatives to support AFP Indonesia operations.
- Provide ongoing training to AFP and LES members with regard to preparation of project costs and procurement documentation on behalf of members including monitoring progress and adjusting plans.
- Review financial aspects of all projects, proposals and purchases prior to approval by the Senior Liaison Officer.
- Prepare and quality assure documentation for accounts payable, journals and accruals.
- Respond to queries and negotiate workable outcomes with AFP headquarters in consultation with the Senior Liaison Officer.
- Maintain an overall awareness of all tasks managed by the Office Manager and be prepared to undertake this role as required when the Office Manager is absent.
- Assist AFP Manager Indonesia and AFP Senior Liaison Officer Jakarta as required.

Qualifications/Experience

Essential

- Applicant must have a valid KITAS, multiple entry visa and IMTA (working permit).
- Ability to obtain and maintain a Secret/NV-1 Australian Government security clearance.
- Experience in a finance role.
- High level written and oral communication skills.
- Proven high level human resource management and administration experience and/or qualifications/training.
- High level interpersonal skills.
- Highly developed adaptability, initiative and self-direction.
- Ability to work well under pressure in a high tempo team environment, whilst managing multiple tasks.


Highly Desirable

- Local language skills.
- Project management skills.
- Experience in managing a large and diverse team of people.
- Training and/or experience with Australian Government security and workplace safety processes and legislation.