

<b>Agency</b>	DFAT
<b>Position number</b>	6861
<b>Title</b>	Cashier/Finance Officer/HR Support Officer
<b>Classification</b>	LE3
<b>Post /Section</b>	Consular and Administrative Section
<b>Reports to (title)</b>	Accountant/PCO

### **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**

Under general direction the Cashier provides cashier management and financial processing services to agencies at the Australian Embassy in Vienna.

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

#### **Finance Duties:**

- Receipt and record in SAP public monies paid to the Cashier and all Sub-Collectors and direct credits to the Embassy's official account.
- Bank collections at the frequency specified in writing by the Finance Manager.
- Maintain Cashier's Advance for Embassy and co-located New Zealand Embassy. Reimburse and enter in SAP monthly.
- Preparation, calculation and processing of all invoices and issue appropriate debit advice notes as required.
- Maintain Debtors and Advances registers in SAP. Ensure all acquitted advances and paid debts are cleared in a timely manner. Undertake follow up action if necessary.
- Process petrol tax refunds for all official and private officer fuel purchases. Liaise with MFA/Customs for monthly refunds.
- Recover chancery and mobile phone expenditure from staff.
- Provide relief for other Accounts positions as required.
- Monitor bank cash level.
- Signing officer to all payments.
- Manage day to day financial services to the co-located NZ Embassy, including preparation of the monthly bank reconciliation.
- Manage the Embassy stationery supply.

- Creation of EDRMS Files
- Bank collections for the co-located NZ Embassy.
- Manage and reconcile corporate credit cards.
- Assist with preparation of the New Zealand Embassy annual budget and spreadsheet.
- Preparation and submission of quarterly VAT returns in Austria and other EU countries for the co-located New Zealand Embassy.
- Meet and provide SLA service obligations for the co-located New Zealand Embassy.
- Manage creation of Master Vendor records in SAP
- Manage the reporting of utilities usage for all post properties in SAP.
- Provide relief travel management services in the absence of the Admin Assistant.

#### HR Duties:

- Check and/or prepare A-based and LES entitlements, salaries and social security reimbursements.
- Preparation of monthly EOM termination and other entitlement schedules.
- Provide assistance and advice on entitlements, reimbursements, financial management rules, and Austrian Labour law to staff and the co-located New Zealand Embassy.
- Preparation of monthly timesheets and record all leave for the New Zealand Embassy HOM domestic staff.

#### **Qualifications/Experience**

- Experience in accrual accounting.
- Detailed knowledge of computer accounting software (SAP) and Advance Excel.
- Sound working knowledge of Microsoft Excel and Word for Windows.
- Knowledge of Austrian Labour Law and Wiener Gebietskrankenkasse (Social Security Schemes) requirements.
- Good interpersonal skills.
- Proficiency in spoken and written English and German.
- Knowledge of Finance, HR and travel policies