



Australian Embassy
The Philippines

Applicant Information Pack

Thank you for considering a career with the Australian Embassy, Manila.

This applicant information pack provides you with the information needed to apply for a job with us. It also contains helpful resources and details about our organisation, and helpful hints on our recruitment process.

Current work opportunity available:

Position Vacancies	Financial Services and Compliance Assistant
Closing date	Sunday, 25 March 2018
Employment status	Locally Engaged Staff (LES) Fixed Term Employment (Approximately 18 Months Contract) with option to renew
Work level	LE3
Salary per month	Php 41,625.00
Completed applications should be sent to	manila.recruitment@dfat.gov.au or DFAT HR Section, Australian Embassy Manila Level 23/Tower 2 RCBC Plaza 6819 Ayala Avenue Makati City 1200, Philippines
Position specific enquiries	HR Manager at manila.recruitment@dfat.gov.au

Australian Government’s Department of Foreign Affairs and Trade (DFAT)

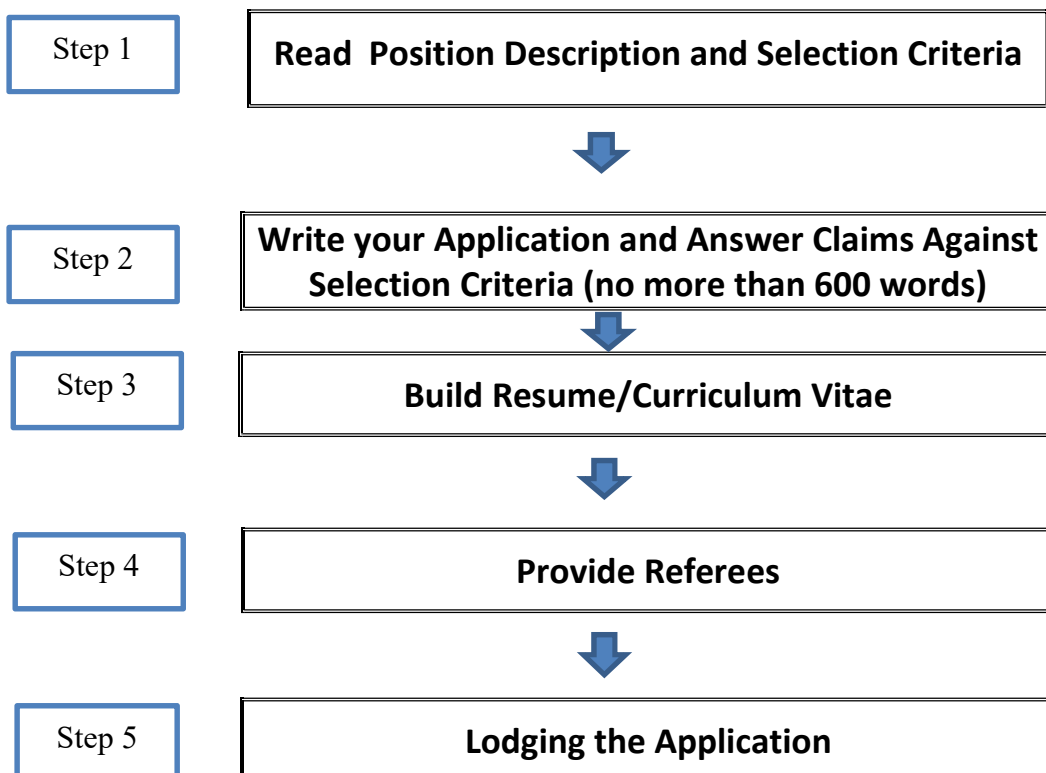
The role of Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia’s security, enhancing Australia’s prosperity, delivering an effective and high quality overseas aid program and helping Australian 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.

The success of our Department depends largely on our ability to foster innovation, efforts, and diverse skills of our people. We strive to create a motivating and rewarding work environment in which we value performance, our people, and integrity, service and service standards. We are also committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Steps in applying for employment with the Australian Embassy – Manila

The following steps aim to assist applicants in preparing their documents and written applications.



Step 1. Read Position Description and Selection Criteria

About the section

The DFAT Consular and Administration section is responsible for managing the Embassy's operations and supporting approximately 180 Locally-Engaged (LE) and Australia-based (A-based) staff. Individual teams within the section include Finance, Property, Human Resources, IT, Transport and Security. Together, these teams provide a wide range of services to other Australian government agencies at the Embassy through a formal Service Level Agreement arrangement. The Consular and Administration section is headed by the Counsellor & Consul General who reports directly to the Ambassador.

About the position

The Embassy's Finance Section is the service delivery hub providing financial management services support to other Australian posts within the region. Under the general direction of the Senior Corporate and Finance Manager, the Financial Services and Compliance Assistant is responsible for providing a range of routine financial services and administrative functions to support the delivery of financial services to clients.

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

- Process payment proposals and journals in Systems, Applications & Products (SAP) or the SAP Payment Module
- Facilitate management of debts and advances, including dispatching invoices, collecting and receipting debts, and ensuring that acquittals and repayments are made within specified timeframes
- Investigate, analyse and direct bank reconciliation issues, and make necessary correction and journal entries in SAP
- Provide support with the preparation of monthly financial reporting requirements
- Prepare and update financial delegations, authorisations and appointments for incoming and outgoing staff, and any changes to staff responsibilities.
- Undertake bank reconciliation of official accounts and coordinate examinations of public monies and accountable documents
- Manage the Finance Team's mailboxes ensuring efficient workflow and client requirements are delivered
- Build strong stakeholder relationships and liaise with banks, service providers and vendors
- Assist with the preparation and completion of end of financial year processing, including reporting

Qualifications/ Experience

- Tertiary qualification in Accounting, Finance or a related field desirable
- At least two years' experience in financial services or similar role
- Experience working with SAP preferable
- High level proficiency in using Microsoft Office applications including Excel, Word and PowerPoint applications

Selection Criteria

- Experience in providing administrative support in a busy office environment with a high degree of accuracy and attention to detail
- Effective organisational skills, including an ability to establish work priorities and meet deadlines
- High level client service skills including an ability to engage with internal and external stakeholders and maintain the confidentiality of individuals
- Ability to work independently and contribute effectively as a member of a team particularly when working under pressure, including proven initiative, cooperation, flexibility and reliability
- High level verbal and written English communication skills

Step 2. Write the Application / Answer claims against the Selection Criteria

Your application is the first contact we will have with you. It **should not exceed 600 words** and should demonstrate and summarise your claims against the selection criteria that describe the qualifications, knowledge, skills, abilities and experience required in a job. In responding to the selection criteria, you should describe with examples how your experience and skills meet the requirements of the job. One example may address several selection criterion.

Your responses to each of the selection criteria are the most important part of your application as they will be used along with your resume by the selection panel to shortlist applicants.

Do not forget to include your contact details, so we can call you if you are shortlisted for interview.

To summarize everything, your application should contain the following:

- Full name
- Contact details
- Job vacancy you are applying for
- Your response to the selection criteria

How to address the selection criteria?

The key is to:

- demonstrate your capability by providing **evidence** of how you meet the selection criteria;
- provide specific details; and
- where possible, include an indicator of success or a result.

An easy way to do this is to use the **STAR** model - that is

Situation	Provide a brief outline of the situation or setting
Task	Outline what <u>you</u> did
Action	Outline how <u>you</u> did it
Result	Describe the outcomes

Conciseness is important; applications that exceed the specified word count may not be considered. There is no need to repeat what is covered in your resume/curriculum vitae.

Applications that do not provide response to each selection criteria will not be considered.

Step 3. Build resume/curriculum vitae

When you apply for a job, the employer will want to see your resume. Your resume (or Curriculum Vitae (CV)) outlines your skills, experience and accomplishments relevant to the job.

You should update your resume regularly, especially when you finish a job or complete a course. It should also be updated for each job you apply for.

What to include in your resume?

Your resume should include your name and contact details, education, employment history and your referees' contact details. You can also include a statement of your career objective, computer skills, professional affiliations and other relevant skills. You could also include information about your hobbies and interests however this is not essential.

Key information that should be included:

<ul style="list-style-type: none">• Contact details	<ul style="list-style-type: none">• Education and training qualifications
<ul style="list-style-type: none">• Career objective	<ul style="list-style-type: none">• Demonstrated skills
<ul style="list-style-type: none">• Employment history	<ul style="list-style-type: none">• Special achievements

We do not require personal details such as date of birth, marital status, height, weight, religion and gender.

Step 4. Provide referees

We require the contact details of two referees as part of our recruitment process. Referees may be used by the selection panel to validate the claims you have made in your application and interview. Your referees may include the following:

- Immediate and higher level supervisor/s from current or recent previous employment (e.g. 1 year from separation date of previous employment)
- Senior person as advisor/ mentor

When choosing referees, ensure they know you well and can be contacted easily. Contact your referees to let them know you've put their names down and to get their agreement to be named as a referee. You may also want to talk to your referee about the job you are applying for, the skills required and how you match the job's requirements.

Note: Only applicants who have been selected for interview may have their referees contacted.

Referee details for be included:

	Referee 1	Referee 2
Name		
Position		
Contact details (Phone no and Email Address)		
Relationship to applicant (e.g. immediate supervisor from current or recent previous employment, or a senior person as advisor/mentor)		
Period known:		

Step 5. Lodging the application

Once you have completed your application you should email the following to us by the **closing date**:

- Application, including Statement of Claims against the selection criteria
- Resume/Curriculum Vitae
- Referees (2 people)

Completed applications should be submitted via email to manila.recruitment@dfat.gov.au. Attached documents must not exceed 5.0 MB and the subject line of your email should include: position applied for, applicant's family name, first name and date (e.g. Finance LE3 – Dela Cruz, Juan XX March 2018).

Alternatively, your completed application can also be sent to us by mail or courier to the address below. You should note however, the completed application must be received by the Embassy on or before the closing date and late applications will not be accepted. **We take no responsibility for any mail or courier service delays in delivering completed applications to the Embassy.**

DFAT HR Section, Australian Embassy Manila
Level 23/Tower 2 RCBC Plaza
6819 Ayala Avenue
Makati City 1200, Philippines