

Position Description – Islamabad, January 2017

Agency	DFAT
Position number	IS1029
Title	Cashier/Accounts Assistant
Classification	LE-3
Salary	PKR 79,669.00 per month
Section	Corporate
Reports to (title)	Accountant

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/Accounts Assistant provides cashier management and financial processing services to all staff at the Australian High Commission in Pakistan.

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

- Perform cashier functions effectively, including collection of payments, issuing receipts, making cash payments, banking, managing official receipt books, maintaining cashier's advances, processing advances and acquittal (e.g. travel related expenses)
- Check and counter-sign official cheques and payment instruction letters, arrange the delivery/collection of signed cheques and letters
- Process payments through online electronic banking
- Check and verify payment documents and financial approvals to ensure accuracy and compliance. Draft, process and file payment approval forms
- Process and record transactions in the financial accounting system SAP, including maintaining the advances and debtors registers
- Liaise with bank personnel to ensure the effective management of official bank accounts and assist staff with opening of personal accounts to allow direct salary payments
- Issue Debit Advice Notes (DANs) and invoices to staff, monitor the recovery of funds, follow up overdue amounts and recommend further action when necessary
- Recovery of costs from attached agencies, including the use of vehicles, drivers' overtime, freight charges, utility and telecommunication charges
- Provide a high level of service to staff travelling on official business. This includes seeking quotations for and confirming flight/accommodation bookings, processing domestic and international movement requisitions, calculating and paying travel allowance (TA), processing and following up on TA acquittals and, where required, issuing DANs
- Assist the accounts team in the preparation and finalisation of End of Month reports.

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- Ensure financial management policies are carried out in accordance with DFAT's Financial Management Manual
- Perform other administrative duties as required and directed by supervisors

Selection Criteria

- Experience working in a diplomatic mission or company/organisation that involves:
 - A wide range of financial accounting and cashier functions, including managing advances and acquittals;
 - Relevant tertiary qualifications and experience with the duties outlined under *About the Position* will be considered an advantage;
 - Coordination of domestic and international travel.
- Demonstrated sound judgement, professional integrity, initiative and a flexible approach to issues. Ability to work well under pressure, plan and organise workloads to meet deadlines.
- Demonstrated interpersonal skills and an ability to work cooperatively in a team and undertake administrative duties with limited supervision.
- Excellent oral and written communication skills in English and Urdu. Ability to communicate effectively with internal and external stakeholders at all levels on service delivery and payment matters.
- Demonstrated high level of competency and confidence in using IT systems, including Microsoft Office programs and capacity to learn new programs quickly. Proficiency in Excel and SAP will be considered an advantage.

Submitting your Application

Please download and complete the recruitment package for the Cashier/Accounts Assistant position. Your completed application package must be emailed by midnight 08 February 2017 (Pakistan Standard Time) to Jobs.AHC-Islamabad@dfat.gov.au. Please specify the job title and your name in the e-mail subject line.

Late or incomplete applications will not be considered. You do not need to include a cover letter.

Only shortlisted applicants will be contacted for interview by the Australian High Commission, Islamabad. Successful applicants will be offered a two-year contract of employment that may be extended subject to agreement between the employer and employee. A probation period applies.