



The Australian High Commission in Islamabad has a vacancy for a general Administration Assistant.

Job Description (Main duties):

- Preparation and processing payments including but not limited to verifying accuracy and completeness of documentation, preparing payment requests and reconciliation of officers' acquittals
- Ensuring financial processes are undertaken in accordance with financial policies and instructions and in accordance with performance indicators
- Assisting Accountant with Advances and Debts management
- Assist with Accounts Receivable processes including debt recovery, reconciliations of usage logs, calculation of cost contributions for utility and communication costs
- Records management of financial documentation
- Assist with official travel processes including seeking creation of movement, calculations of allowances and reconciliation of acquittal documentation.
- Assist with preparation of End of Month reports and other management reports
- Duties of the Relief Cashier

Selection Criteria:

- Demonstrated competency and experience in a wide range of financial processes and procedures including but not limited to Accounts Payable/Receivable; Petty Cash advance processes; End of Month processes. Tertiary qualifications and experience with working in a diplomatic mission will be highly regarded.
- Demonstrated professional integrity and ethics with a strong understanding of accountability and controls.
- Demonstrated interpersonal skills and an ability to work cooperatively in a team and undertake duties with limited supervision. Ability to work well under pressure, plan and organise workloads to meet deadlines.
- Excellent oral and written communication skills in English. Ability to communicate effectively with internal and external stakeholders at all levels.
- 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 an advantage.

Starting salary 81,932 PKR per month, negotiable after probationary period.

Applications must include:

- Current CV
- Statement addressing the Selection Criteria
- Names and contact details of two work-related referees

Please see the recruitment package.

Any applications received without the above requirements will not be considered.

Applications should be emailed to: Jobs.AHC-Islamabad@dfat.gov.au with “Administration Assistant – March 2018” in the Subject field. Applications close at 1630 on 25 March 2018.

Only applicants who are shortlisted for interview will be contacted.