

Australian Embassy Beirut - Locally Engaged Accountant – Sept 2024

AGENCY	Department of Foreign Affairs & Trade
POSITION NUMBER	BEI8720
POSITION TITLE	Locally Engaged Accountant
CLASSIFICATION	LE5
SECTION	DFAT Administration
REPORTS TO (TITLE)	First Secretary and Consul

About the Department of Foreign Affairs & Trade

The Department of Foreign Affairs and Trade (DFAT) seeks 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

The Locally Engaged Accountant is responsible for providing a range of financial services of varying degrees of complexity for the Embassy and training of less experienced officers.

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

- Manage the day-to-day financial management operations of the Embassy in accordance with relevant financial policies and instructions, including distribution of work and training for the corporate team.
- Provide advice to post management on budget and expenditure matters, and monitor, investigate and report on all financial management transactions.
- Conduct investigations into financial discrepancies, and report on findings to post management.
- Manage the Embassy's bank accounts, including complex issues relating to the operating environment in Lebanon, providing timely advice to post management.
- Provide advice and resolve complex issues with a broad range of suppliers and stakeholders (internal and external) regarding payments and financial matters.
- Perform other complex duties as required, including back-up support to the Admin Manager Officer and Property Officer positions, including provision

Qualifications and experience

- 
- Bachelor degree in Audit or Accounts, is required.
 - At least five years' experience in accounting or a similar role.
 - Excellent written and spoken communication skills in English and Arabic.
 - Well-developed IT skills and experience using accounting software is required.

Skills and Attributes

A successful candidate for this position will have:

- A high level of flexibility and accountability, and the ability to work both independently and as an effective team member
- Strong organisational and time management skills
- Demonstrated administrative and clerical skills, including the use of Microsoft Office Suite
- The ability to handle and prioritise multiple tasks whilst maintaining a high level of attention to detail
- Well-developed interpersonal skills, including the ability to communicate with people at senior levels
- Personal drive and integrity with strong ethics