



LES Position Description

AGENCY	Department of Defence
POSITION NUMBER	BEI8782
POSITION TITLE	Finance & Administration Officer - Beirut
CLASSIFICATION	LE3
SECTION	Defence
REPORTS TO (TITLE)	Defence Office Manager - Amman

About The Department of Defence

The primary role of Defence is to defend Australia and its national interests in order to advance Australia's security and prosperity. Australia's defence policy is founded on the principle of self-reliance in the direct defence of Australia, but with a capacity to do more where there are shared interests with partners and allies.

About the position

The Defence Finance and Administration Officer - Beirut, will operate from the Australian Embassy in Beirut; providing administrative support, through the Defence Section Office Manager in Amman, to the Defence Attaché (DA), resident in Amman and Assistant Defence Attaché (ADA), resident in Beirut, in budgetary, administrative and liaison matters.

In addition, this position provides administrative assistance to the Translator and Research Officer, as directed.

Key responsibilities of the position include but are not limited to:

- Plan, process and acquit ADA (and DA) travel. Assist with travel and accommodation arrangements for in-country visits.
- Process ADA (and DA) domestic arrangements (Accommodation, Medical Claims, School Fees etc), and general allowances in accordance with Defence directives and PACMAN.
- Undertake routine finance processes, including preparing accounts for payment and conducting regular (at least monthly) monitoring of budget allocations against expenditure. Prepare financial reports and surveys, including Cost of Living Survey, as required.
- Undertake data management activities including maintaining filing systems, databases, spreadsheets, registers and records for financial and operations documentation.
- Coordinate the preparation and administration tasks associated with Post Liaison Visits.
- Manage social functions and events, including approvals requests through Directorate of Attaché and Overseas Management (DAOM), guest invitations and lists, and catering company management.
- Submit additional funding requests (e.g. Defence Cooperation Program (DCP) activities, language trainees expenditures, overflight fees etc).
- Assist with the processing of Diplomatic Clearances and management of ADF related Port/Airport activities in Lebanon.
- Provide back-up support to the Defence Office Manager and Defence Operations and Protocol Manager as required and in periods of absence.
- Provide liaison between the Defence Section and the Lebanese Armed Forces, and other accredited nations' militaries, as directed.

Required Qualifications/Experience/Knowledge/Skills

- Demonstrated experience in financial and administrative management.
- A university degree is strongly preferred. This is an entry level role, suitable for graduates.
- Prior experience working within a professional office environment
- Ability to liaise with senior Australian and host-nation Government officials.
- Proficiency in Microsoft Office software applications, including intermediate-level Excel skills.
- Excellent English and Arabic written and oral communication skills.
- Sound interpersonal skills and the ability to establish and maintain effective stakeholder relationships.
- Strong capacity to exercise discretion and judgement.
- Ability to work independently and collaboratively within a small team.
- Demonstrated organisational skills, including the ability to prioritise and meet tight deadlines.