

The Corporate Section of the Australian Embassy in Dili is seeking a highly motivated and experienced person to fill the position of **Finance Assistant (locally engaged staff, level 3)**.

The successful candidate must be able to demonstrate achievement against the following selection criteria:

- Previous experience with financial management systems such as SAP, CashDesk and TM1 are highly desirable.
- Demonstrated experience in booking travel or the ability to learn this function.
- Ability to work with minimal supervision, plan, set priorities and meet deadlines.
- Experience in a government, international agency, or likeminded diplomatic mission in finance/accounts sector is desirable.
- Excellent interpersonal skills, including the ability to maintain respectful and productive working relationships with a variety of individuals and organisations, and to work collaboratively to achieve results.
- Understanding of contemporary Gender Equality issues and a willingness to undergo specific training provided by the Embassy.

Applicants should also have the following qualifications and/or experience.

- Relevant tertiary qualifications, knowledge, and experience in accounting and/or finance.
- Experience in using Microsoft Excel and other Microsoft suite of services, including a high level of computer skills
- English proficiency is mandatory, this includes spoken, reading and writing skills
- Fluent in Tetum/Bahasa is desirable.

The salary for this position starts from **USD\$12,174.60 per annum**. This amount excludes the 13-month's salary.

**Applications** – To apply, please submit the following documents (must be in English and in PDF format):

- Curriculum Vitae outlining personal details, relevant work experience, educational qualifications, and skills (maximum two (2) pages).
- Address to the selection criteria outlining how your skills, experience and qualifications makes you the best person for the job (maximum two (2) pages). Try to avoid simply repeating information already included in your CV.
- The closing date for applications is by **4.30pm (Dili time) on Friday, 12 September 2025**.

**Referees** – Please provide the name, position, phone number and email address for two recent professional referees in your written application. Referees will be contacted for short listed applicants only. You will be notified if your referees are to be contacted.

**How to apply** – Please send applications via email to [dili.hr@dfat.gov.au](mailto:dili.hr@dfat.gov.au). Position descriptions are available on the Australian Embassy website [www.timorleste.embassy.gov.au](http://www.timorleste.embassy.gov.au) and also available from the Australian Embassy's Reception desk. Please note that only shortlisted candidates will be contacted for interview.

**Other requirements** – Successful applicants are required to obtain a satisfactory police clearance and medical check. The position will involve travel in Timor-Leste and may also involve limited international travel.

*The Australian Embassy is committed to providing equal employment opportunities, access, equity and social inclusion for all employees, and in particular for women and people with disability. We welcome all applicants and encourage women and people with disability to apply.*