Finance Assistant – August 2025

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	DL1012
POSITION TITLE	Finance Assistant
CLASSIFICATION	LE3
SECTION	Finance
REPORTS TO (TITLE)	Finance Section Manager

About The Department of Foreign Affairs and Trade

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 direction, the Finance Assistant manages the accounts payable and receivable function and provides administrative support to ensure effective financial operations. The key responsibilities of the position include, but are not limited to:

- Ensure that the financial management functions are performed in accordance with Department of Foreign Affairs and Trade (DFAT) and other relevant financial management legislation, policies and procedures
- Manage the accounts payable and receivable functions for Post, including raising local purchase orders for suppliers and processing payments, journals and other finance tasks to ensure timely and accurate completion in line with payment terms.
- Manage the Australian Embassy's debtors and advances registers, including dispatching invoices, collecting and receipting of debts, ensuring that acquittals and repayments are made within specified timeframes
- Process Household Maintenance Assistance, representation allowance, leave fares, locally engaged staff (LES) entitlements, and provide reports as required
- Maintain accurate financial records and reporting, ensuring timely processing in the relevant financial management systems (SAP)
- Develop and maintain relationships with banks, service providers and other vendors and liaise with internal and external stakeholders, responding to a broad range of financial enquiries and correspondence.
- Provide back-up support to Dili Travel to book domestic and international travel through the embassy's Service Provider and assist with other duties as directed by the SAO and Second Secretary.

Qualifications/Experience

- Relevant tertiary qualifications, knowledge or experience in accounting or finance
- Previous experience with financial management systems (e.g. SAP) is highly desirable
- Demonstrated experience in booking travel or the ability to learn this function
- 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.