

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	HON20017
POSITION TITLE	Finance and Receivables Officer
CLASSIFICATION	LE3
SECTION	Corporate
REPORTS TO (TITLE)	Senior Accounts 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

The Finance and Receivables Officer is responsible for delivering high-quality accounts receivable, cashing and financial administration services to the Australian High Commission, Honiara. Reporting to the Senior Accounts Manager, the position supports the effective management of post finances through the accurate receipting, recording, reconciliation and monitoring of cash transactions, advances and debts. The role ensures compliance with DFAT financial policies, procedures and internal controls while contributing to the efficient operation of the Corporate Section.

Depending on your position, you may be required to undergo additional security and background checks and undertake specific Child Protection e-learning.

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

- Manage accounts receivable functions, including raising invoices, monitoring outstanding receivables and maintaining advances and debts registers, and supporting debt recovery activities in accordance with DFAT policies and procedure.
- Undertake Cash Desk operations, including receipting, processing and reconciling cash transactions, deposits and banking activities.
- Maintain daily cash records and ensure cash holdings are reconciled and managed in accordance with financial control requirements.
- Process financial transactions in SAP and assist with financial reconciliations, reporting and end-of-month activities.
- Review financial documentation to ensure completeness, accuracy and compliance with departmental policies and audit requirements.

- Support audit activities through maintaining accurate, complete and readily accessible financial records, including within EDRMS, in accordance with DFAT recordkeeping requirements and naming conventions.
- Build and maintain effective working relationships with internal and external stakeholders, including staff, suppliers, service providers and financial institutions.
- Provide accurate and timely advice on cash handling, receivables and routine financial matters.
- Contribute to continuous improvement initiatives and support the development of efficient financial management practices.
- Provide backup support across finance and corporate functions as required.

Required Qualifications/Experience/Knowledge/Skills

- Demonstrated experience in accounts receivable, cashiering, finance administration or a related corporate services environment.
- Sound knowledge of accounts receivable processes, cash handling, debt management and financial controls.
- Experience using SAP, EDRMS and Microsoft Office applications, particularly Excel.
- Strong attention to detail and ability to accurately process and reconcile financial transactions and records.
- Well-developed organisational skills, with the ability to manage competing priorities and meet deadlines.
- Strong communication and customer service skills, with the ability to build productive stakeholder relationships.
- Ability to exercise sound judgement and resolve routine issues in accordance with policies and procedures.
- High levels of integrity, accountability and discretion when handling financial information and public monies.