

**AUSTRALIAN HIGH COMMISSION, SINGAPORE**

**Background**

The Australian High Commission is the official representative of the Australian Government in Singapore. The High Commission provides a range of services to the general public and acts on behalf of various Australian Government authorities by representing Australia's interests.

**Position Offered**

Under general direction, the Royal Australian Navy Liaison Office (RANLO) Business Finance Manager is responsible for the financial management of the Royal Australian Liaison Office, His Majesty’s Australia Ships and visiting groups to Singapore. The position entails aspects of financial bookkeeping and governance, as well as the administration of accounts, contracts and agreements. The candidate will need a good understanding of basic accounting practices and be willing to engage with (Australian, Singaporean and other) Government, commercial and military entities on financial matters pertaining to RANLO.

The position is based at the Sembawang Naval Installation.

This position requires an Australian Government security clearance to be obtained and maintained for the duration of employment.

**Job Description**

* Manage and process invoice acquittals for RANLO and ships in line with PGPA Act 2013.
* Produce budget bids and manage budgets including forecasting and EOM reporting in support of efficient RANLO operations that are compliant with established policies and procedures.
* Manage G/L Account, Tax codes and Cost centre codes, Procurement Decisions Records (PDRs) and Purchase Orders.
* Complete quarterly claims to the Inland Revenue Authority of Singapore.
* Complete Accounts Receivable Invoices as required.
* Learn and maintain a high level of working knowledge on financial policy and governance.
* Produce accounting paperwork for RANLO and visiting ships including tender documents, agreements, purchase orders etc.
* Manage and maintain good working relationships with vendor accounts, SEG, Fleet Finance and the Australian High Commission.
* Undertake other duties as required by RANLO.

**Qualifications/Experience**

**Mandatory**

* Excellent computer skills, with intermediate aptitude in Excel (including being able to manipulate spreadsheets through the use of formulas).
* Attention to detail and analytic skills with regard to record keeping and data management.
* General office management experience and skills including typing, filing, communicating with staff and vendors, paying bills, ordering stationary, booking appointments etc.

**Preferential**

* Ability to read and comprehend detailed policy and governance requirements, and to advise on such topics as required.
* Prior exposure to the Australian Defence Force either directly or through Australian Public Service, preferably in finance.

**Selection Criteria**

* Applicants must have the ability to hold and maintain an Australian security clearance at baseline clearance level. The Australian High Commission will facilitate the process if the applicant does not currently hold the required clearance.
* Fluent in English with highly developed written and oral communication skills. Very good interpersonal skills. Proven ability to deal with a wide range of cultures and expectations.
* Fast learner with experience in the Australian Defence Force and financial and business management would be an advantage.
* Proven organisational skills and ability to follow directions, problem solves, act and work flexibly, determine priorities and work with limited or no supervisions as required. Willingness to work out of hours on occasion as required.
* Demonstrated proficiency on operating a variety of software packages (not just limited to Excel). Experience with Defence Finance applications: MIFI, SAP/ROMAN, would be an advantage.
* Ability to obtain a full Singaporean driver licence, should it be required. No personal vehicle is necessary.

**Conditions of Appointment**

Employment at the High Commission is subject to the successful completion of police checks and a medical clearance.

Normal hours of work are Monday to Friday 8:30am to 5:00pm. A two-year contract will be offered, however the successful completion of a six (6) month probation period is required.

A bonus of 1.5 months’ salary is paid annually in December and additional performance-based salary increases or bonus are offered. This position is offered at the Locally Engaged Staff LE4 level. Salary will commence at S$4,584 per month but can be increased within the LE4 salary band taking into consideration relevant experience and qualifications of the successful candidate.

Should an expatriate be the preferred candidate for the position, the High Commission will sponsor the relevant employment visa with the Ministry of Manpower. However, the High Commission will not be responsible for any costs associated with employment, which includes but is not limited to costs associated with applying for a Singapore visa, any relocation costs to Singapore, nor any costs involved with the return of the employee and/or family to their country of origin at the end of an employment contract.

**How to Apply**

The High Commission will establish a Selection Advisory Committee (SAC) to assess applications, conduct interviews, check referees, and prepare a report for the delegate recommending the most suitable candidate.

**Please provide a written one-page pitch on why you are the most suitable applicant. Applicants must write no more than 750 words. Please note that applications failing to comply will not be eligible.**

**Information from referees forms an important part of the selection process. Applicants should carefully select two referees who can speak in detail regarding their skills and suitability for the role. Details about the current position and relationship of each referee should be provided, along with email and mobile phone contact details.**

Applicants are advised to carefully consider the selection criteria when preparing their application. Based on the information provided in applications received, the SAC will shortlist applicants for interview. Interviews are expected to take place in October 2023.

Applications should include:

* Completed Job Application Pack
* One page pitch (maximum 750 words)

Applications should be submitted electronically to [recruitment.singapore@dfat.gov.au](mailto:recruitment.singapore@dfat.gov.au) or by post marked “Sensitive: Personal” to the following address:

Recruitment Manager  
Australian High Commission  
25 Napier Road  
Singapore 258507

Only those applicants short-listed for interview will be contacted. If you are not contacted within six weeks of the date of applications closing, you can consider your application unsuccessful. The selection process usually takes several weeks, and short-listed applicants will be advised of the outcome.

If the position becomes vacant within 18 months of the date of this advertisement, an order of merit for this position may be considered for any similar vacancies.

Australian Government objectives, under which the High Commission operates, can be found on the Department of Foreign Affairs and Trade website ([www.dfat.gov.au](http://www.dfat.gov.au/)).

**Applications close midnight 25 September 2023**