



Office Circular No 28/2017

Vacancy: Property and Finance Officer

The Australian Consulate-General, Mumbai, is seeking applications from suitably qualified candidates for the position of Property and Finance Officer at the Australian Consulate-General, Mumbai.

Applicants are advised to read the Position Description prior to addressing the selection criteria. **Applicants must address each of the selection criteria.** Applications that do not specifically address the selection criteria may **not** be considered. A competent level of English and Hindi is mandatory and an ability to speak Marathi, Konkani and/or Gujarati would be desirable. Further information on selection criteria is available on our website <http://www.india.highcommission.gov.au>.

Subject to the successful completion of six months probationary period, satisfactory medical check and background verification, the successful applicant will be offered a two-year contract of employment, inclusive of the probation period. The contract may be extended subject to agreement between the employer and employee.

The commencing salary will be determined based on the qualifications and experience of the selected candidate. The package will include annual leave, limited medical reimbursements, Diwali bonus, provident fund provisions and gratuity provisions when service length is sufficient. The starting salary offered will be **INR 53,533** per month.

The Australian Consulate-General is an equal opportunity employer and is committed to workplace diversity. This is a core element of the Consulate-General's (ACG) personnel policies and programs. Clear objectives, mutual respect, good communication and team work are the characteristics of workplace diversity in action.

HOW TO APPLY

Applicants must submit to the HR Manager by **Tuesday, 17 October 2017** the following documents in Microsoft Word format with subject header '**Property and Finance Officer**' to AHCJOBS.NDLI@dfat.gov.au

1. A font size 12 typed statement addressing each of the selection criteria (no longer than 3 pages).
2. A curriculum vitae detailing your contact details, work experience, academic qualifications and the names and contact details of two professional referees.

Applications not meeting the criteria will not be considered. No late applications will be accepted. Only shortlisted applicants for the interview will be notified.

Position Description - Property and Finance Officer

Agency	Department of Foreign Affairs and Trade
Position number	11164
Title	Property and Finance Officer
Classification	LE3
Division/Post/Section	DFAT
Reports to (title)	Senior Administration Officer (SAO)

About the Department of Foreign Affairs and Trade (DFAT)

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 Property and Finance Officer is responsible for the provision of property services to the Australian Consulate.

The key responsibilities for the position include, but are not limited to:

- Maintain all property records and liaise with staff at post and the Overseas Property Office on property related matters, including identification and leasing of new residences and compliance requirements.
- Identify and liaise with owners and vendors to undertake ad-hoc property maintenance and identify procurement options for the purchase and maintenance of property services on a regular or ad-hoc basis.
- Identify and participate in the negotiation of new property leases and/or re-negotiation of leases, including understanding, interpreting and complying with local property laws.
- Maintain inventory lists for residential properties.
- Assist in the implementation of the post maintenance schedule for the Chancery and residences.
- Perform the role of Cashier for the Consulate-General, responsible for accounts processing, banking of receipts and preparation/co-signing of cheques.
- Enter and maintain financial data in the SAP accounting package. Prepare and process purchase orders and payments. Assist in the preparation of the end of month reporting in SAP.
- Assist the accountant on accounts/finance matters.
- Undertake administrative duties including backup receptionist duties, as required.

Position Description - Property and Finance Officer

Qualifications/Experience

- A graduate degree from a recognized university
- High level spoken and written English communication skills.
- Relevant work experience would be an advantage
- Experience using financial software packages.

Selection Criteria

- Demonstrated experience and aptitude in undertaking property management activities, including coordinating and overseeing property maintenance and management of new and existing lease agreements.
- Demonstrated contract management experience including undertaking procurement related activities.
- Experience undertaking financial related activities, including handling of cash and accounts processing.
- High level of interpersonal skills, including the ability to communicate effectively both orally and in writing in English, Hindi and Marathi.
- Demonstrated ability to:
 - Make rational and sound decisions.
 - Be adaptable to changing needs and the dynamics of the mission.
 - Work well with others in pursuit of team goals within agreed timelines