

Corporate Services Officer – Tehran – November 2017

Agency	Department of Foreign Affairs and Trade
Position number	02CSO
Title	Corporate Services Officer
Classification	LE4
Section	Consular and Administration Section
Reports to (title)	Corporate Services Manager

About the Australian Government's 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 Corporate Services Officer reports directly to the Corporate Services Manager (CSM), and indirectly to the Senior Administrative Officer (SAO), to help deliver of high-quality finance, human resource, travel and other administrative services at Embassy.

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

- Manage payments through the Embassy's bank account or via cash advance, in accordance with prescribed financial rules and regulations
- Assist CSM and SAO in accurate completion of 'end of month' financial processes, such as calculation of accrued expenses and employee provisions
- Prepare monthly payroll for all staff and related entitlements such as Social Security Organisation (SSO) contributions and complementary insurance
- Process A-based salary payments and other entitlements such as medical expenses
- Calculate and record advance payments for staff undertaking official travel and manage timely repayment of debts
- Liaise with the Ministry of Foreign Affairs (MFA) for registration of Australian diplomats, and associated arrangements such as obtaining drivers licences
- Act as first point of contact for queries from LES regarding terms and conditions of employment
- Assist with delivery of high-quality Human Resource (HR) services including recruitment, preparation of employment contracts and application of conditions of service
- Manage specified procurement in line with departmental and Australian Government standards
- Coordinate and procure cost effective travel services, including liaison with local and international travel service providers

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Qualifications/Experience

- Tertiary qualification in accounting, human resource management or related field
- Fluent in Farsi and highly proficient in verbal and written English
- Minimum three (3) years in a similar role, preferably at an international organisation or company
- Prior experience using an Enterprise Resource Planning (ERP) system, such as SAP, is highly advantageous
- Strong understanding of local employment laws and practices
- Well-developed interpersonal skills and demonstrated strong stakeholder management and client service skills
- High-level IT skills, including use of Microsoft Excel
- Strong client service ethic and effective team member