



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Administration Clerk Embassy of Ireland, Canberra

Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.

Embassy Canberra has responsibility for all of Australia and our four countries of secondary accreditation; Fiji, Papua New Guinea, Nauru and the Solomon Islands. It is a busy mission with a large diaspora, with over 2.4 million Australian claiming Irish descent. Connecting with the Irish diaspora, including those interested in the Irish connection for enhancing business networks or promoting and maintaining Irish culture in their communities, is a major part of our work in supporting the Irish in Australia. The Embassy of Ireland in Australia works closely with Irish state agencies to promote trade, tourism and inward investment.

The Mission is now looking to recruit an Administration Clerk on an initial one-year contract.

Role

- Ensure all accounts are accurate, correctly documented, and paid in a timely fashion;
- Enter all accounts into the 'Sun' accounting system of the Mission and submit all accounts for approval by a diplomatic officer;
- Liaise with Finance Unit on all accounts queries and balance end of month accounts
- Maintain payroll and superannuation obligations of Locally Engaged Staff;
- Ensure GST refunds are applied for quarterly;
- Answer incoming calls particularly in relation to accounts queries;
- Liaise with service providers, including phone and insurance companies, on renewal of contracts.
- Providing administrative support to the Mission, including reception duties.
- Update social media content
- Other duties as may be required

Essential requirements candidates must be able to demonstrate:

- Fluency in English
- Experience in customer service (a minimum of one year's experience required)
- Strong attention to detail, organisational and communication skills.
- Flexibility and ability to work within a team and autonomously
- Experience of administration tasks and procedures (a minimum of one year's experience required)
- Computer literacy and information management skills.
- The successful candidate must have a legal entitlement to live and work in Australia prior to recruitment.

Desirable requirements:

- A knowledge of Ireland, its culture and languages would be an advantage.

Terms and conditions of employment:

- The successful candidate will be hired on a fixed-term contractual basis and will be based at Embassy Canberra.
- The salary for the position is \$57,542 per annum, paid locally on a weekly basis. Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account.
- The positions will have an annual leave allowance of 22 days per annum, exclusive of public holidays, adjusted *pro rata*.

How to apply

The Job Description and Application Form for this position are available on our website www.dfa.ie/australia

Completed application forms should be sent via e-mail only to canberraembassy@dfa.ie, with the subject line **Administration Clerk**.

Applications must be received before 16:30 hrs. (Local time) on Wednesday 3rd March 2021.

No applications will be accepted after this deadline. Please note that only short listed applicants will be contacted.

The successful candidate must have a legal entitlement to live and work in Australia prior to recruitment.

Selection Process

- Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that interviews will be held before the end of March

General Data Protection Regulation (GDPR):

All personal information received will be kept in line with GDPR guidelines.

Security Clearance for Local Staff

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

Please note that canvassing will disqualify applicants.

Embassy Canberra is committed to a policy of Equal Opportunity.