



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

VACANCY- Temp- Finance Officer
Embassy of Ireland, Pretoria
Deadline – 31 October 2023 @16h30

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.

The Embassy is seeking to recruit a resourceful, proactive and flexible individual with previous experience in a similar environment to fill the position of Finance Officer in the Embassy.

Roles and Responsibilities:

The precise range of duties will vary over time according to the needs of the Embassy, but will include the following:

a. Finance

- Day to day operation of the SUN Financial Management System, including processing transactions (receipts, payments, petty cash, journals) and financial report generation
- Maintain the accounting records of the Mission, and support the safe and confidential storage of all Embassy accounting records and financial reports
- Ensure follow up and retirement of staff travel advances
- Support the preparation of annual financial statements in the format specified by HQ
- Assist with the preparation of the accounts files for the external audit.
- Support implementation of internal and external audit recommendations
- Provide routine technical advice on financial issues (as set out in the Financial Procedures Manual)
- Support the Finance Manager in implementing any systems or control improvements
- Maintain and update the inventory register
- Calculate payroll payments and on approval, post payroll payments to SUN systems
- Assist the Finance Team in the review of documentation provided in support of payment requests, ensuring compliance with procedures and approval limits as set out in the Financial Procedures Manual;
- ***Other duties as required from time to time and directed by the Ambassador and Deputy Head of Mission as necessary.***

b. Administration

- Liaise with the System and Operations Manager on the status of service providers' contracts and maintenance of the Supplier Performance Management review records
- Manage the fleet maintenance register, ensuring that all vehicles are in good working order and available as needed by Embassy staff.
- Ensure that all licenses and statutory requirements are in place for all vehicles.
- Supervise and record the use of all fleet vehicles, and produce monthly reports on usage as well as any breaches of rules by drivers or other staff.
- ***Other duties as required from time to time and directed by the Ambassador and Deputy Head of Mission as necessary.***

Essential Requirements candidates must be able to demonstrate:

- Candidates must have a degree, preferably in disciplines such as Accounting and Business Administration;
- Candidates must have previous experience of book-keeping and accountancy;
- The candidate must have excellent **interpersonal and communication skills**, and a proven ability to work well as part of **a team** and also confident in dealing with people in external organisations;
- The candidate must have strong organisation skills and attention to detail. S/he should be flexible, and work well under pressure;
- The candidate should be solutions-oriented, and **committed to delivering results**, including by adapting approach if necessary;
- The candidate must be **fluent** in English;
- The candidate must be proficient in Microsoft Office Suite (Outlook, Word, Excel);
- **All applicants must have a permanent legal right to reside and work in South Africa.**

Terms and conditions of employment:

- Monday to Friday, 37 hours per week, with standard office hours from **08h00am to 16h30pm**
- Annual Leave entitlement 21 days per annum (pro-rata).
- The salary for the position is or **ZAR 262 316.22** per annum (pro-rata) (**ZAR 20,178.17 monthly**) (pro-rata) , paid locally on a monthly basis. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.
- Primary work location: Embassy of Ireland, Pretoria
- Start date: 1st of December 2023 to the 31st May 2024. There is a 3-month probation period (December - February).

How to apply

The Job Description and Application Form for this position are available on our website <https://www.dfa.ie/irish-embassy/south-africa/>

Completed application forms should be sent via e-mail only to recruitment.pretoria@dfa.ie, with the subject line **Finance Officer Vacancy**.

Applications must be received before 16:30 hrs. (Local time) on 31st October 2023

(No applications will be accepted after this deadline) **OR** (Depending on response rates the deadline may be extended). Please note that only short listed applicants will be contacted.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for a **competency-based** interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that interviews will be held before the end of November 2023.
- A technical assessment will be included in the recruitment process;
- A second interview may be included in the recruitment process;
- A panel may be set up depending on the calibre of candidate.

General Data Protection Regulation:

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.

The Embassy of Ireland, Pretoria is committed to a policy of Equal Opportunity.