

LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	VT045
POSITION TITLE	Accounts and Procurement Officer
CLASSIFICATION	LE4
SECTION	Consular and Administration
REPORTS TO (TITLE)	Senior Accounts and Procurement Officer

About The Department of Foreign Affairs and Trade

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

This position is responsible for providing practical and procedural guidance in financial management and travel needs for staff at the Australian Embassy. This position has a strong finance element ensuring compliance with Australian government guidelines and works closely with embassy staff to ensure travel is booked in the most efficient and effective options for travel. This position will interpret, apply and provide advice on Australian government finance and travel policy for A-based and Locally Engaged Staff.

Working under general direction of the Senior Accounts and Procurement Officer, this position manages a range of issues related to the Embassy's finances, including regular financial reporting, travel acquittal, and payments.

Key responsibilities of the position include but are not limited to:

- Supporting the Embassy's financial operations by delivering quality assurance on payment documentation, resolving non-standard payment issues, and providing advice to business areas to ensure compliance with delegations and financial controls.
- Supporting the Senior Accounts and Procurement Officer's advice through the analysis and preparation of monthly expenditure reports.
- Prepare and finalise procurement processes for HR, ICT, property, security, visits and key embassy events, applying DFAT's procurement policies and guidelines, including liaison with internal and external stakeholders.
- Overseeing and proactively providing advice to staff on the acquittal of all advances and representational funds in a timely manner consistent with established procedures.
- Coordinate official travel and accommodation for Embassy staff in line with travel policy, including proactively monitoring arrangements for changes and advising affected staff.
- Independently resolve moderately complex operational matters under time pressure, applying judgement and have the ability to coordinate stakeholders

- Provide support for high-level visits, workshops, events, and seminars, including logistical planning and resource coordination.
- Back-up the Senior Accounts and Procurement Officer.

Required Qualifications/Experience/Knowledge/Skills

- Experience in finance and/or administrative roles.
- Experience in travel bookings is desirable.
- Proficiency in verbal and written communication in English and Lao.
- Ability to work independently.
- Attention to detail, including in verbal advice and written documentation, and ability to switch focus between issues.
- Good interpersonal skills and ability to work effectively in teams with adaptability and responsiveness.
- Contact with stakeholder in terms of comprehensive advice, support and resolution of issues.
- Ability to interpret and apply policies, procedures, and guidelines relevant to finance and travel administration.
- Flexibility and adaptability to changing priorities, and willingness to provide support across a range of administrative functions.
- Relevant qualification desirable.



Application Instructions

Required Documents for Submission:

- Your **resume**. Your resume should be **no more than three pages** and should include **the contact details of two professional referees**
- A written **statement of purpose**. Your statement of purpose should be **no more than 1000 words** and it should summarise your motivation in seeking the position as well as demonstrate your capacity to fulfil the job's responsibilities.
- Do not include copies of certificates or referee reports with your application.

Applications must be submitted by **Sunday, 8 February 2026 at 6:00 PM**.

Applications can be sent by email: HR.Vientiane@dfat.gov.au

The Australian Embassy is an equal opportunity employer; all applicants will be considered on their merits and only shortlisted applicants will be contacted.

Applicants who are ranked suitable by the selection panel will be placed on an eligibility list for 18 months and may be considered for similar vacancies within this period.

Only short-listed applicants will be contacted for interview. If you are not contacted within **six weeks** of the date of applications closing, you can consider your application unsuccessful.

Other Eligibility & Requirements

All employees at the Australian Embassy are subject to satisfactory medical and security vetting. Applicants must be able to work as a locally engaged staff member at a diplomatic mission, possess a valid passport and a driver's license or be able to obtain a valid passport and a driver's license, and be willing to travel within Laos, regionally and internationally as required.