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| **Position number** | 10812 |
| **Title** | Defence Office Clerk |
| **Classification** | LE3.1 |
| **Post** | Nuku’alofa |
| **Reports to (title)** | Defence Advisor South Pacific (DASP) |

**About the Department of Defence**

The primary role of Defence is to defend Australia against armed attack. Australia’s defence policy is founded on the principle of self-reliance in the direct defence of Australia, but with a capacity to do more where there are shared interests with partners and allies.

## About the position

Under general direction, the Defence Office Clerk provides financial, administrative, property, and office management support to the Defence Attaché (DA), and the Defence Office Manager, including the delivery of services to Australian posted staff.

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

* Assist in the development of Defence Cooperation Programme (DCP) financial bids;
* Conduct the rollover of the DCP business plan between financial years - transfer outstanding Business Plan (BP) activities and budget for anticipated recurring expenditure;
* Conduct fortnightly reconciliation of the DCP Business Plan, and prepare monthly financial reports;
* Monitor phasings – identify and highlight irregularities;
* Process accounts payable and receivable; Deliver cheques/payments to suppliers; and Prepare bi-annual FBT returns;
* Manage on a monthly basis implementation of the ongoing maintenance schedule for each of the four residential properties and common use area of the ADF DCP Compound and one privately leased property;
* Liaise with and arrange payment to, the various local maintenance firms who undertake periodic and routine maintenance tasks at DCP properties;
* Action all requests for maintenance of an urgent and or minor nature on receipt and facilitate attendance by contractors;
* Advise all occupants of the four DCP and one privately leased property at the commencement of each month, on scheduled maintenance works IAW DCP Residential Standing Orders;
* Assist the TAM in the oversight and conduct of the annual stocktaking of assets.
* Maintain the Register of Assets for all properties;
* Reconcile the monthly payment of all accounts and invoices for maintenance works;
* Manage the payment of fees on a weekly basis for the provision of locally employed security and ground maintenance staff at the DCP Compound;
* Prepare movement requisitions for all official travel;
* Prepare forms for acquittal of all official travel;
* Arrange clearances for all DCP imported stores and materials from either the wharf or from air cargo terminals including:

(1) Compilation of all customs clearance forms;

(2) Obtaining cargo releases from either the shipping or air cargo offices;

(3) Arranging for pickups and delivery of goods to destinations either to any of the five residential properties or military establishments; and

(4) Ensuring that all goods are received in an acceptable condition.

* Maintain records of DC vehicle operations and licensing;
* Provide logistic support for visiting RAN ships and RAAF aircraft;
* Action all DIPCLEAR requests for visiting RAN ship’s and RAAF aircraft;
* Provide advice to DCP members on entitlements within current Australian Guidelines;
* Obtain Tongan visas, airport security passes and driver’s licences for DCP members;
* Maintain archive files for all DC related activities;
* Act as Point of Contact (POC) for Australian Defence inquiries;
* Affect changes to DCP publications;
* Deliver all DCP mail to Advisers;
* Maintain DCP stationery stocks at an acceptable level;
* Collate telephone accounts in respect to official DC telephones;
* Act as DCP driver as required
* Provide assistance to the AHC, as directed by MSA
* Other duties as directed by MSA

**Qualifications/Experience**

* Strong executive support and administration skills and experience.
* Good presentation skills and attention to detail.
* Advanced knowledge of Microsoft suite programs.
* Well-developed written and oral communication, liaison and negotiation skills and the ability to establish and maintain productive working relationships.
* Strong organisational skills, ability to handle and prioritise multiple tasks whilst maintaining attention to detail.
* Demonstrated ability to work as a member of a small team.