



**ROYAL DANISH EMBASSY**  
Warsaw

# **WE ARE HIRING: ACCOUNTANT / ADMINISTRATIVE ASSISTANT**

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## **YOUR RESPONSIBILITIES:**

- A wide range of accounting and budgeting tasks in close cooperation with the Head of Administration and the Ministry of Foreign Affairs regional Service Center in Tallinn, Estonia.

- Administrative tasks related to posted diplomatic staff at the Embassy

- Training on and assistance with existing instructions, rules and procedures so that all Embassy employees have an awareness of the importance of compliance including their own administrative responsibilities such as activity budgets, travel and outlay settlements.

## **OUR REQUIREMENTS:**

- Educational background and solid experience with accounting and administration

- Excellent understanding of accounting rules and procedures

- Advanced knowledge and experience with accounting software, including Navision

- A flexible, service-minded and team-oriented approach

## **WHAT DO WE OFFER?**

We offer an exciting and dynamic international work environment with a wide range of interesting and stimulating tasks in close cooperation with the management team at the embassy. We are a Nordic work place with an informal atmosphere and focus on work-life balance.

Great opportunities for further development of your professional and personal competences.

You will be offered full-time employment.

The work contract will be based on the Polish labour market rules and salary in accordance with the Embassy's Salary Policy for local staff.

## **HOW TO APPLY?**

Send an application consisting of a short cover letter and a CV (maximum one A4 page each) both in English, to [wawambjob@um.dk](mailto:wawambjob@um.dk) by Thursday 20 June, 2023.

In the subject line include a note: "ACCOUNTANT/ADMINISTRATIVE ASSISTANT: first name and surname"

Shortlisted candidates will be invited for an interview at the Embassy shortly after the application deadline.

In the application insert a clause concerning General Data Protection Regulation (GDPR): "I hereby agree to the processing of personal data included in my application for the needs necessary to carry out the recruitment process in accordance with the Regulation (EU) 2016/679 of the European Parliament of the Council of 27 April 2016"

For any questions regarding the position, please contact the Deputy Head of Mission, Malene Bøgesvang [malbog@um.dk](mailto:malbog@um.dk)

The Royal Danish Embassy in Poland is seeking to hire a dedicated Accountant/Administrative Assistant that is willing to work closely with our Head of Administration and all Embassy colleagues in order to ensure compliance within all areas of the Embassy's administration.

## **ROYAL DANISH EMBASSY IN WARSAW**

The Embassy of Denmark in Warsaw is an ambitious and dynamic workplace that represents Denmark's political, commercial, defence and cultural relationship with Poland.

We are almost 40 employees, eight of whom are posted from the Danish Ministry of Foreign Affairs and other Danish Ministries. We believe that team spirit is key to good performance and well-being.

The Ministry of Foreign Affairs of Denmark promotes equality and diversity. Therefore all qualified and interested persons, regardless of age, gender, religion and ethnicity are encouraged to apply for the position. For further information visit [polen.um.dk](http://polen.um.dk) and [um.dk](http://um.dk)