



AMBASSADE ROYALE DU DANEMARK

The Danish Embassy in Rabat is looking for a Accounts and Administration Officer

Position: Accounts and Administration Officer

Type of employment: Full time on local contract

Starting date: March 2022 (depending on security clearance)

Location: Danish Embassy in Rabat

Deadline for application: January 7th, 2022 at 16:30 local time (Rabat).

The Royal Danish Embassy is looking for a motivated and skilled Accounts and Administration Officer to work on Account management, general administration and other support to the Ambassador as well as to other members of staff.

Main tasks and responsibilities as Consular and Visa Officer

- Deal with bank transactions and maintain bankbooks on the daily basis;
- Verify accuracy of all payments, requests, and assure proper allocation of expenditures to funding source and expense categories;
- Record approved transactions into financial system (Navision);
- Check all supporting documents before preparing/processing payments, and obtain required signatures;
- Plan, organize and manage own workload to ensure your contribution to the Embassy's quarterly financial reporting process is achieved in a timely and accurate manner;
- Prepare the VAT report;
- Assist with end of year preparation and procedures for the closing of accounts;
- Undertake administrative tasks such as obtaining authorisations, facilities management and advice on human resources related matters.
- Provide the Admin team members with necessary support;
- Complete other finance-related tasks as requested by the Chief of Finance and Administration Officer.

Required qualifications

- A relevant university degree
- Minimum 2-5 years of experience in Accounts and administration.
- Strong language skills (English, French, Arabic).
- Well organized, responsible, flexible and loyal.
- Ability to work independently
- Team player.
- IT knowledge.

Employment conditions

- You will be offered full-time employment on a local contract in accordance with labour market rules in Morocco.
- Your standard working hours will be 40 hours per week (flexibility expected).
- You will be entitled to 25 days of paid holiday per year.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.



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Application and Recruitment Process

To apply for the position, please submit your application (cover letter, CV, proof of relevant education, recommendations and 1-2 references) in English to the Embassy (mail: rbaamb@um.dk) marked "Application: Accounts and Administration Officer" no later than 7 January 2022.

The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment

Questions

For any questions regarding the position, please contact (rbaamb@um.dk).

About us

The Danish Embassy in Rabat is an ambitious, high-paced and dynamic workplace with approximately 13 employees. The Embassy covers Morocco and Mauritania and is responsible for three honorary consulates in Morocco and one in Mauritania.

For more information about the Embassy, please visit www.marokko.um.dk