



**EMBASSY OF DENMARK**  
Jakarta

**VACANCY**  
**FINANCE AND ADMINISTRATIVE OFFICER –**  
**EMBASSY OF DENMARK IN JAKARTA**

- Position:** Finance and Administrative Officer
- Type of employment:** Full time, 37 hours week, employment for two-year contract with possibility of extension on a local contract.
- Starting date:** 1 March 2021 or soon thereafter
- Location:** Embassy of Denmark in Jakarta, Menara Rajawali, 25th Floor, Jl. DR Ide Anak Agung Gde Agung, Kawasan Mega Kuningan, Jakarta 12950
- Deadline for application:** 25 January 2021
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Do you thrive in an active and dynamic workspace that gives you all the responsibility you can handle?

Are you proactive and do you possess excellent organisational, social and communication skills?

Can you juggle several enquiries, at the same time be meticulous, and pay attention to detail?

Then YOU might be our new colleague. The Embassy of Denmark is looking for a Finance and Administrative Officer with experience from financial controlling, preferably from other foreign embassies or international organisations.

The Embassy of Denmark is a high-paced and dynamic Embassy that offers an informal and flexible working environment. We are ambitious with a clear goal of delivering results and boosting Denmark's relationship with Indonesia. You will be involved in many different activities ranging from secretarial support, logistical preparation of high level ministerial and delegation visits to assisting in organizing and arranging seminars, conferences, public diplomacy and cultural activities.

**Key responsibilities include but are not limited to:**

- Management, monitoring and quality control of transactions, records and receipts.
- Handle relations to vendors/contractors/suppliers



- Preparation of budgets and Quarterly report in RASK.
- Quality assurance and control of expenditures and budget procedures.
- Administration of VAT refunds.
- Contact with landlords about tenancy contracts
- Maintenance and repairs at the Chancery, Residence and posted staff houses
- Maintaining inventory lists
- Assist in logistical support and preparation of in- and out-going high-level ministerial and delegation visits, seminars and conferences
- Assist in consular matters when needed, especially to ensure smooth integration of Malaysia as part of the responsibilities of Danish Embassy in Jakarta

### **Qualifications and competences required:**

- Experience in financial controlling, accounting and administration
- Proven track record of working with foreign missions or international organisations / companies
- Fluency in written and spoken English and Bahasa Indonesia
- Proficiency in MS Outlook, Word, Excel, PowerPoint
- Willingness and ability to take personal ownership and responsibility
- A strong sense of accuracy and attention to detail
- Ability to handle stressful situations and prioritize multiple projects within tight timelines
- A positive, open-minded and pro-active approach to new and varying tasks
- Team player, well organized, responsible, flexible and loyal
- Excellent planning and organizational skills

### **What we offer:**

The Embassy is offering a two-year contract with the possibility of extension in accordance with regulations for local staff at the Embassy of Denmark in Jakarta. The salary will consist of a base salary, allowances reflecting the candidate's level of qualifications and functions in addition to a possible performance based bonus.

We would like you to start at March 1 2021 or soon thereafter.

### **Application and recruitment process:**

Please send your application, (cover letter, photo, CV and recommendations - no other documents required) by e-mail to: Embassy of Denmark, E-mail: [jktambvacancy@um.dk](mailto:jktambvacancy@um.dk) - marked 'Finance and Admin. Officer' before Monday 25 January 2021.

The Embassy is obliged to follow EU-rules of handling personal information (GDPR) when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying (<https://um.dk/en/about-us/organisation/contact->



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[information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy/](#)). By sending your application, you actively consent to our processing of your personal information. In the above-mentioned policy you can read more about your rights (among others your right to withdraw your consent), how we process your data and how to complain about our processing of your personal data.

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Kindly note that only short-listed candidates will be contacted.

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 this position, please contact Deputy Head of Mission, Søren Bindsbøll ([sorbin@um.dk](mailto:sorbin@um.dk)).

### **About us**

For more information about the Embassy, see our web page <https://indonesien.um.dk/en>