The Consulate General of Denmark is looking for an accountant

Position: Accountant
Type of employment: Full time, two-year contract with the possibility of extension
Starting date: As soon as possible
Location: Consulate General of Denmark in New York, 666 Third Avenue, 11th Floor, 10017-2201 New York
Deadline for application: March 31, 2020

The Consulate General of Denmark in New York is seeking to recruit a full-time accountant to start as soon as possible.

You will be part of the Joint Administration of the Consulate General and the Permanent Mission of Denmark to the United Nations (the two entities are co-located in what we call “Denmark House”). You will also be servicing the other Danish Missions in North America and thus working with colleagues in Washington DC, Houston, Boston, Chicago, Silicon Valley, Toronto, Ottawa and Mexico City as well as our headquarter in Copenhagen, the Ministry of Foreign Affairs.

Working in an environment where the agenda can easily change, we are looking for an accountant who is flexible, open-minded and able to think out of the box. Financial tasks, budgeting and financial reporting will be your main tasks. But you are expected to show the flexibility required for an optimal handling of the entire portfolio of the Consulate General and be ready to contribute to tasks outside your own portfolio.

You have a positive personality and are results-oriented, professional, self-motivated and appreciate a highly energetic work environment where we continuously strive to create value for our clients, support each other, work smarter, look for innovation, and have fun.

Main tasks and responsibilities as an Accountant:
- Financial tasks, such as payments, invoicing and postings in the financial systems
- Reconciliations (bank, balance accounts, interim accounts etc.)
- Payroll
- Follow up on debtors and creditors
- Expense settlements for all employees (travels expenses and other outlays)
- Budgeting and financial reporting
- Prepare quarterly financial statements

Requirements for the position:
- Understanding of finance and budget management
- Minimum 2-4 years professional experience in finance and accounting
- Good experience with ERP systems (Navision) and bank payments would be an advantage
- Ability to work on multiple projects at once and to meet deadlines
- Super user in Microsoft Office - Excel, Word and Outlook
- Fluent in English (written and spoken), and ideally Danish
• Administration experience (e.g. logistics, IT, planning) would be an advantage
• Ability to communicate clearly and openly
• Knowledge of development aid and/or accounting policies of international organizations would be an advantage

You are
• A problem-solver, innovative and solution-oriented
• Proactive, you take initiatives and follow through
• Reliable and consistent in your work
• Customer and service-minded
• A team player, yet able to work independently
• Able to work under time pressure and to prioritize
• Attentive to detail, but also able to see the bigger picture
• A positive person with a positive approach to handling of assignments

Employment conditions
• You will be offered full-time employment for two years on a local contract with the possibility of extension
• You will be entitled to five weeks (25 working days) of paid holiday per year
• Your salary will reflect your qualifications, relevant experience and proven work-related results
• As part of your salary you will be covered by a workplace pension scheme
• You will be offered reasonable coverage of sickness expenses. So will your spouse/partner/children under the age of 26 if you provide for him/her/them.
• You will have great opportunities for further development of your professional and personal competences

Application and recruitment process
To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and 2-3 references) in English to the Consulate General at nycgkl@um.dk. Please title the subject line: “Accountant Application. Your name”

Application deadline: March 31, 2020

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

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 Diana Thiesen at diathi@um.dk or telephone +1 (917) 385 2213.

About us
The Consulate General is part of the Danish Foreign Service. It is an ambitious, high-paced and dynamic workplace. Along with staff at the Permanent Mission of Denmark to the United Nations in New York we are approximately 70 employees, 14 of whom are posted from the Danish Ministry of Foreign Affairs. We have a flat management structure.

For more information about the Consulate General, see http://usa.um.dk/en/about-us/consulate-general-of-denmark---new-york.