

Vacancy at the Embassy of Sweden in Havana

Cashier/Accountant

The Embassy of Sweden in Havana represents Sweden in Cuba. Its area of work includes political and economic relations between Cuba and Sweden, development cooperation, trade and investment, and cultural affairs. The Embassy also provides consular services to Swedish nationals and migration services to non-nationals.

The Embassy is recruiting a cashier/ accountant within the administrative section.

The Embassy of Sweden is an equal opportunity employer and encourages all relevant applicants to apply for the position regardless of age, gender, ethnicity, religion, sexual orientation, and personal background.

Working language in the Embassy is Spanish but the office staff need to have command of written and spoken English.

Main duties as Cashier / Accountant:

- Manage the Embassy's financial administration and report to the head of administration.
- Manage bookkeeping and accounting tasks including checking invoices and receipts, budgeting, follow up and prognosis, preparing payments, reconciliations, responsible for petty cash and manage payroll, ensuring monthly cash inflow and outflow, preparation of monthly financial report, bank reconciliation report, settlement of bills, claims and invoices.
- Administer financial administration of benefits for posted staff (household staff salary, children school fees, hardship tickets etc).
- Communicate with the Ministry for Foreign Affairs in Stockholm regarding questions related to the book-keeping system.
- Other section duties, such as special assignments, required or decided by head of section.
- Other tasks as required.

Qualifications:

- University degree. A degree in financial administration or in similar areas is a merit but not a precondition.
- At least 3 years relevant working experience, in the field of administration or financial administration or in similar areas is a merit but not a precondition.
- Excellent command of written and spoken Spanish and English
- Ability to organize time, work independently, coordinate and prioritize multiple tasks to ensure that deadlines are met, and applications are processed in a timely manner.
- Ability to rigorously prioritize and identify and apply new systems as required, including to ensure smarter ways of working for the mission.

- IT skills (including working knowledge of MS office packages excel; Word, PowerPoint etc)
- Experience of working with protocol department and for protocol formalities
- Ability to organize information into format for management review.
- Experience working in a fast-paced high-pressure environment.
- Discretion and confidentiality
- A good eye for detail (events planning; guest lists etc)

Added advantages.

- Knowledge of the Swedish language.

Personal attributes:

- Interpersonal skills and a strong team player with a will to share knowledge and support colleagues.
- Flexible and analytical with strong personal integrity
- Ability to work under pressure.
- Networking abilities to interact with the community, government, and local organizations.
- Respect for cultural diversity, ability to fit into a diverse team and to establish networks.

We offer:

Terms and conditions for locally employed staff apply. The employment will start with a minimum of 6 months' probation.

How to Apply

If you fulfil the requirements above, please apply by sending the above documents to the e-mail address ambassaden.havanna@gov.se All applications should be marked "*Cashier/ Accountant - UM Havana*":

1. CV (maximum two pages in English)
2. Cover letter (maximum one page of 400 words in English)
3. 2 professional references
4. Copy of identity card

Closing date for applications is 31st of January 2025. Only shortlisted candidates will be contacted.

For enquiries about the job, send an email to e-mail ambassaden.havanna@gov.se

