

JOB OPPORTUNITY AT THE EMBASSY OF SWEDEN

Finance Assistant / Bookkeeper (part-time position (25h/week))

The Embassy of Sweden in Canberra is looking for a dedicated and detailed-oriented individual for a position as Finance Assistant / Bookkeeper at the Embassy.

The main job tasks of this positions are:

- Bookkeeping duties including accounts payable and receivable; processing journal entries and credit card reconciliation.
- Prepare submission of monthly finance reporting to HQ (Sweden) as well as month-end financial analysis and cashflow forecast.
- Handle payroll management, including preparation of monthly payroll, superannuation and leave registry management.
- Handle travel management duties such as calculate travel allowance.
- Checking of staff claims to ensure it is in accordance with staff claims before payment is made.
- Finance administration such as purchase order generation, documentation, and ensure smooth and efficient running of the business on a day-to-day basis, including maintaining and procuring office/kitchen supplies.
- Maintain business registration, licenses, certification and insurance.
- Prepare GST taxation refunds for the embassy and sent out staff under the Indirect Tax Concession Scheme
- Other administrative responsibilities as required.

Qualifications and skills required for this position.

- Australian citizenship or residents with a working permit.
- Minimum Senior Secondary Certificate of Education. Preferably tertiary or equivalent qualification in finance, accounting, or business administration
- Excellent knowledge of Microsoft Office (Excel notably)
- Work experience in General Ledger maintenance, reconciliation, and processing journal entries using bookkeeping software program.
- Knowledge of budget procedures and weekly/monthly reporting.
- Completely proficient in written and oral English language.
- Knowledge of oral and written Swedish or Scandinavian language will be considered an asset.

The candidate should also be:

- Self-motivated with good time management skills with meticulous attention to detail.
- Ability to work autonomously.
- Quick learning abilities and adaptability to the use of new computer tools.
- Willingness to take on new tasks and challenges where required

Selection process:

- Applicants should send, as pdf-file, a motivation letter (one page) and CV (max 2 pages) including at least three (3) recent and relevant academic, professional and employment references.
- Only shortlisted candidates will be contacted and subsequently asked for documentation that supports the background and qualifications mentioned in their CV.
- No later than August 26th, 2024, to the following email Ambassaden.canberra@gov.se. Please write in the email subject line "Finance Assistant" UM2024/22397. Please note that the selection process will be ongoing and suitable candidate(s) may be called for interviews prior August 26th.

The Embassy of Sweden has been established as an employer of local staff in Australia for more than 50 years. It promotes an attractive employment package. It boasts an established, professional, and dedicated team that values equality and transparency in the workplace.

Employment contract is based on local labor law and standard contract terms of the Swedish Embassy in Canberra.

The selected candidate must agree to complete a security background check prior as well as a medical checkup to employment.

For any questions regarding the position please contact: Carina Engman, Head of Administration by email Ambassaden.canberra@gov.se.