



## **EUROPEAN UNION**

DELEGATION OF THE EUROPEAN UNION TO ICELAND

### **EU Delegation in Reykjavik Vacancy Notice**

#### **Administrative / Accounting Officer**

The Delegation of the European Union to Iceland is looking for an Administrative /Accounting officer to carry out a variety of tasks in a dynamic working environment. Responsibilities will encompass a range of administrative, accounting and logistical duties.

#### **General roles and responsibilities**

- Pay-roll for +/- 6 local staff
- Running of office accounts and expenses
- Preparation of documents for banking, payment of invoices and cash payments
- Preparation of monthly and year-end accounting reports
- Preparation of documents for VAT reimbursements
- Administrative and logistic tasks related to the offices and other accommodation rented by the Delegation.

#### **Qualifications**

- Education at secondary level (studentsprof)
- Diploma in accountancy or book-keeping an asset
- Work experience in relevant area
- Excellent written and oral communication skills in English and Icelandic.
- Capacity to work as a team player
- Excellent computer skills, in particular sound working knowledge of Word and Excel
- Discretion and strict sense of confidentiality

The candidate should be available to start work from 15 April 2010. Salary will be determined according to EU Delegation salary scales for locally employed staff in Iceland. The monthly salary range for this post is fixed between ISK 407,000 – ISK 504,500 depending on qualifications and experience.

Short-listed candidates will be interviewed. The successful candidate will be required to supply references.

Please send your application letter and CV in English to:

[Delegation-iceland@ec.europa.eu](mailto:Delegation-iceland@ec.europa.eu)

Deadline for receipt of applications is 12 March 2010.