



ADMINISTRATIVE OFFICERS AT THE PERMANENT REPRESENTATION OF DENMARK TO THE EUROPEAN UNION

Positions:	Financial Officer / Accountant
Type of employment:	Full time, two-year contract with the possibility of extension Local contract based on the Staff Rules of the Mission.
Starting date:	1 February 2026 or earliest thereafter
Location:	Rue d'Arlon 73, 1050 Bruxelles
Deadline for application:	14 December 2025

Join the Administrative Team at the Permanent Representation of Denmark to the EU.

We are looking for a financial officer / accountant who is a team player but able to work independently, attentive to detail but able to see the bigger picture and has an intuitive flair for numbers and would like to work with financial tasks such as accounting, bookkeeping, budgeting and financial reporting.

We offer a friendly, collaborative and dynamic work environment with a flat and informal organisational structure.

Main tasks and responsibilities

- Bookkeeping, accounts classification, handle payments in local bank, invoicing
- Reconciliation (bank, balance accounts, interim accounts etc.)
- Settlement of travel claims and outlays
- Budgeting and financial reporting, preparation of quarterly financial statements
- Quality assurance and control of expenditures and budget procedures
- Assistance and guidance to staff in settling financial matters

Required qualifications and experience

- You have a relevant educational background within accounting, finance or related field.
- You have minimum 3-5 years of professional experience in finance and accounting.
- Good experience with ERP systems (e.g. Navision).
- You must be service minded, have great interpersonal skills and be team oriented.
- As tasks may be subject to change according to organizational needs, a flexible mind-set is required.
- You have the ability to prioritize tasks, maintain overview and confidentiality as well as attention to detail.

- Superuser in Microsoft Office; particularly Excel
- Proficiency in one of the Scandinavian languages is an asset as much communication is conducted in Danish. Good communication skills in written and spoken English is necessary and good knowledge of French is an advantage.

Employment conditions

- You will be offered a two-year fixed term full time employment on a local contract based on the Staff Rules of The Permanent Representation of Denmark to the European Union, with the possibility of extension
- Your standard working hours will be 37 hours per week
- You will be entitled to 5 weeks (25 working days) of paid vacation days per year
- Your salary will reflect your qualifications, relevant experience and proven work-related results

Application and recruitment process

To apply for the position, please send your application in one PDF-file including application explaining your motivation and qualifications for the job, CV, recommendations and 2-3 references to brurepjob@um.dk. Please indicate 'Financial Officer' in the subject line of your e-mail.

Your application should be received no later than **14 December 2025**.

Selected candidates will be invited for interviews – expected to take place Mid-January.

The Permanent Representation of Denmark to the European Union 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.

By sending your application, you actively consent to the Permanent Representation of Denmark to the European Union's processing of your personal information. You can find more information in the [Privacy Notice](#) on the Ministry of Foreign Affairs of Denmark's webpage.

Questions

For any questions regarding the position, please contact the Head of Administration, Mr. Allan Toft alltof@um.dk

About us

The Permanent Representation of Denmark to the European Union acts under the authority of the Ministry of Foreign Affairs of Denmark and is part of the Danish network of diplomatic representations abroad. The permanent representation handles Danish interests in the EU cooperation and covers various policy areas. Because of this, posted staff from all ministries in Denmark are present at the mission. Find more information on um.dk and eu.um.dk.