



An Roinn Gnóthaí Eachtracha  
Department of Foreign Affairs

## Administration and Finance Officer Embassy of Ireland, Bucharest

*Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people in Romania, Republic of Moldova and Republic of North Macedonia. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.*

The Embassy of Ireland in Bucharest is currently recruiting for the full-time post of Finance and Administration Officer commencing in January 2022. This post carries no entitlement to civil-servant status. Successful candidates will be subject to a two-month probation period.

### **Role and responsibilities:**

The precise range of duties will vary over time according to the needs of the Embassy, but will include the following:

- Preparation of the monthly Embassy accounts;
- Preparation of the Mission's budget and pre-budget submissions;
- Payroll administration;
- Accounts system (SUN) administration;
- Payment of invoices and liaison with service providers;
- Administration of Chancery and Residence
- Overseeing Embassy and Residence maintenance, including communication with landlord and service providers regarding repairs, services charges, utilities, maintenance etc.;
- Management of Mission supplies;
- Liaison with HQ on telecommunication/server updates/problems and ICT equipment (including seeking sanctions);
- Other administrative tasks including procurement and protocol matters as required;
- Assisting with organising Embassy events including St Patricks Day and Bloomsday celebrations;
- Assisting with the work of the Consular section (including Duty Officer rota), as well as supporting the Ambassador and Deputy Head of Mission as required;
- Any other tasks as required by the business needs of the Embassy.

### **Essential Requirements:**

To be eligible the following qualifications and competencies are required:

- Advanced English language skills, native or DELE C2/SIELE equivalent ;
- Romanian level, native or DELE C2/SIELE equivalent ;
- University degree (ideally in a field relevant to this role)
- Experience working in an international organisation, diplomatic mission or other international environment;
- Minimum of 5 years previous professional experience of book-keeping and accounts;
- Good administrative and organisational skills including the ability to multitask, be reliable and have good attention to detail;
- Strong teamwork, interpersonal and communications skills
- Good working knowledge of Microsoft Office Suite (Outlook; Word; Excel)
- The ability to work on their own initiative to deliver solutions and to be flexible in the work they are required to undertake;
- **The successful candidate must have a legal entitlement to live and work in Romania prior to recruitment.**

In addition to the essential criteria above, the following criteria are desirable:

- A good understanding of the role of the Department of Foreign Affairs and the Embassy;
- Familiarity with Irish culture, administration and language

### **Terms and conditions of employment:**

- The successful candidate will be hired on a fixed-term contractual basis. The candidate will work between the Embassy's office and at home, and must have an broadband internet connection that is suitable for home working
- The salary for the position is 4,822 RON gross per month by electronic transfer therefore a bank account is required.
- The position will have an annual leave allowance of 21 days per annum, exclusive of public holidays, adjusted pro rata.
- Terms and conditions may differ for current staff of the Embassy of Ireland that apply for this role.

**How to apply:**

The Application Form for this position is available on our website

[www.embassyofireland.ro](http://www.embassyofireland.ro)

Completed application forms should be sent via e-mail only to **BucharestEMRecruitment@dfa.ie** by midnight (Romanian time) on **November 25<sup>th</sup> 2021**. Depending on response rates the deadline may be extended.

Applications should be sent with the following subject message: **Administration and Finance Officer**. Further details regarding this position is available by contacting the Embassy by email: **BucharestEMRecruitment@dfa.ie**

**The successful candidate must have a legal entitlement to live and work in Romania prior to recruitment.**

**Selection Process:**

Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Essential/Key Requirements above.

It is planned that interviews will be held by video-conference before the end of December 2021.

**General Data Protection Regulation:**

All personal information received will be kept in line with GDPR guidelines.

**Security Clearance for Local Staff**

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

***Please note that canvassing will disqualify applicants.***

***The Embassy of Ireland, Bucharest is committed to a policy of Equal Opportunity.***