



ROYAL DANISH EMBASSY
Jakarta

VACANCY
SENIOR ACCOUNTANT OR AUDITOR
ROYAL DANISH EMBASSY IN JAKARTA

Position:	Senior Accountant or Auditor
Type of employment:	Full time, 37 hours' week, employment on a two-year local contract with possibility of extension.
Starting date:	As soon as possible
Salary range:	Basic gross annual salary IDR 189,108,000 (with possibility of additional monthly allowances for special qualifications and functions)
Location:	Royal Danish Embassy in Jakarta, Menara Rajawali, 25th Floor, Jl. DR Ide Anak Agung Gde Agung, Kawasan Mega Kuningan, Jakarta 12950

Deadline for application: 25 September 2026

The Royal Danish Embassy is looking for a new Senior Accountant or Auditor. We seek to recruit a positive, dynamic, service-minded, multi-skilled person with good communication skills and attention to detail. Candidates must demonstrate a high level of integrity, self-motivation and initiative.

You will be working in a team of six employees. The main tasks of the Administration team are Budget planning and follow-up, finance management and accounting, VAT refund, HR, IT. The position is full-time and may be applied for by candidates with proficiency in the English language.

Main tasks and responsibilities

- Financial management and controlling including daily accounting and bookkeeping
- Responsible for the mission budget
- Monthly budget follow-up
- Preparation of quarterly and annual accounts for the Ministry of Foreign Affairs
- Monitoring the missions travel- and entertainment budget
- Participate in any other general or specific tasks according to need

Qualifications

- Higher education as accountant or Auditor
- Minimum 5 years of working experience within accounting and budgeting
- Previous working experience from embassy or international organization
- Fluent in the English language, both orally and written, as well as locally spoken Indonesian language
- Integrity, sound judgement and focus on detail
- Team player with a good sense of humour
- Well organized, responsible and flexible
- Ability to multitask and work under pressure
- Excellent IT knowledge

We offer

- An exciting, inter-cultural and dynamic work environment
- Great opportunities for further development of your professional and personal competences



Employment conditions

- You will be offered a full time, two-year employment on a local contract based on the relevant legally binding labour market rules of Indonesia and embassy staff rules
- Your salary will reflect your qualifications, relevant experience and proven work-related results
- Your standard working hours are 37 hours per week
- You will be entitled to 22 days paid holiday per year

We would like you to start as soon as possible (subject to Danish security clearance).

Application and recruitment process:

To apply for the position, please send your application in English (cover letter, CV, proof of relevant education, recommendations a “No criminal record” and 2-3 references) to the Royal Danish Embassy E-mail: jktambvacancy@um.dk - marked in subject line “Application – Finance” no later than Friday 25 September 2026.

In your e-mail, please copy-paste the template below and answer the following questions:

Question	Your answer
What is your education?	
Your prior employments?	
Do you have experience working for an embassy or international organisation?	
How many years of experience working in accounting and budgeting?	
Have you been working on the entire budgeting process independently?	

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Selected candidates will be invited for interviews. Only short-listed candidates will be contacted. For more information or questions, please contact the Head of Administration: jktambadmin@um.dk

The Embassy is obliged to follow EU-rules of handling personal information (GDPR) when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying (<https://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy/>). By sending your application, you actively consent to our processing of your personal information. In the above-mentioned policy you can read more about your rights (among others your right to withdraw your consent), how we process your data and how to complain about our processing of your personal data.

About us

The Royal Danish Embassy is part of the Danish Foreign Service. The Embassy covers Indonesia and accredited countries: Timor-Leste, Papua New Guinea & ASEAN. The Embassy is an ambitious, high-paced and dynamic workplace with a mixture of staff posted from the Danish Ministry of Foreign Affairs and locally recruited staff.

For more information about the Embassy, see our web page <https://indonesien.um.dk/en>