

The Danish Embassy in Mexico is looking for an Accountant with administrative experience

Position:	Accountant and Administrative assistant
Type:	Full-time on permanent local contract
Starting date:	As soon as possible (depending on security clearance)
Location:	Danish Embassy in Mexico, Polanco, Mexico City
Deadline for application:	21 August 2026 at 16:00 local time (Mexico).



The Royal Danish Embassy is looking for a highly motivated and skilled person who can undertake the position as accountant and administrative assistant.

About the Embassy

The Danish Embassy in Mexico consists of 18 high performing colleagues. We are an integrated part of the Danish Ministry of Foreign Affairs (MFA). Mexico and Denmark have a strategic partnership agreement and there is a strong political focus on the partnership from both countries.

We are a busy Embassy team, with a constant ambition to strengthen the bilateral ties between Denmark and Mexico and to achieve innovative solutions and results that benefit and add value for Danish interests and partners.

Our new colleague will support different key areas at the Embassy and will refer to the Head of Administration and, ultimately, the Embassy management.

Your tasks will include the following:

Accounting:

- Book-keeping of payments and reimbursements
- Follow-up on outlays made on behalf of clients and customers
- Invoicing and helping your co-workers in relation to financial transactions
- Bank reconciliations
- Quarterly accounts and monthly reconciliations of balance accounts
- Salary administration
- Tax administration
- Other accounting tasks that may occur

Administration:

- Housing management (leases, housing database, contract to property owners etc.)
- Facility Management of Chancellery and Ambassador's residence
- Administrative ad hoc assignments
- Occasional communication (oral and written) on a high-level with Mexican authorities

About You

You have a strong interest in accounting and financial administration (focus on compliance within the MFA rules and regulations) and hold capabilities within administration in general and a drive to optimize work processes utilizing the opportunities the technology brings to the table. Furthermore, you:

- Have accounting experience from education and previous employment
- Are fluent in Spanish and English both spoken and written (Danish is a strong plus)
- Have a structured mind-set and excellent planning and coordination skills
- Have a flexible, positive, service-minded, open-minded, pro-active, results-oriented approach to handling assignments
- Are an empathetic and ambitious team player eager to share and learn from colleagues
- Have a methodical approach to helping and teaching colleagues
- Have experience in using Microsoft Dynamics (Navision) or other accounting programs but also Microsoft Office, especially Excel
- Have competences to work independently and are self-driven but also know when to ask for direction or help to solve a task
- Are highly motivated, with a curious mind-set to acquire new knowledge
- Have minimum five years of relevant work experience as accountant in an Embassy or international company/organization.

We Offer

The Embassy offers a full-time position in an international work environment characterized by Danish workplace values.

- An open office environment with a great, motivated and high performing group of colleagues at the Embassy in Mexico and colleagues at the Ministry of Foreign Affairs in Copenhagen, Denmark.
- We value great emphasis on delegation of tasks and responsibilities, openness, independence, flexibility, transparency and a minimum of hierarchy.
- You will have great possibilities for developing your competences in an international setting.
- Individual competence development plan.
- Workweek is 37 hours, Monday-Friday, with flexibility to work extra in busy periods, and with access to the Embassy's flex-time scheme.
- Five weeks of vacation
- Workplace pension scheme
- 80% reimbursement of standard level medical expenses based on Danish Ministry of Foreign Affairs (MFA) rules.
- Salary will be based on qualifications.

Contract will be in accordance with minimum standards for The Danish Foreign Service and Mexican Labour Law.

The Ministry of Foreign Affairs and the Embassy of Denmark value diversity and equal opportunities for all and welcome applications from all qualified candidates regardless of race, sex, religion, age or disability.

Application and Recruitment Process

We require the following documents:

- Cover letter/motivational letter: your motivation for applying for the position and how you see yourself adding value to the position and the Embassy (in English).
- CV (in English).
- Documentation of relevant education and proven track record.
- Recommendations and 2–3 references with contact information.

Please submit your application with the relevant supporting documents to mexamb_recruitment@um.dk cc: litmil@um.dk marked "Application: Accountant and administrative assistant.

Deadline is **Friday August 21, 2026** at 4:00 pm local time (Mexico). Selected candidates will be invited for personal interviews, which are expected to take place end-August 2026.

Only selected candidates will be contacted by the embassy.

Final candidates will have to pass security clearance by the Danish authorities and hand in a Mexican non-criminal record.

Additional information

For additional information about the position, please feel free to contact Head of Administration Mrs. Lita Millan Bueno, e-mail: litmil@um.dk.

For more information about the Embassy, please see our website www.mexico.um.dk

Embassy of Denmark, Mexico City
E-mail: mexamb_recruitment@um.dk