ROYAL DANISH EMBASSY
Manila

Position	ACCOUNTS & ADMIN ASSISTANT
Type of Employment	Full-time Employment
Starting date	As soon as possible
Location	11th Corporate Center, 11th Ave. cor Triangle Drive, Bonifacio Global City, Taguig City
Deadline for application	**10 January 2027**

The Royal Danish Embassy in Manila is recruiting a skilled, dedicated, and pro-active **Accounts and Admin Assistant.** We are a dynamic Embassy, representing Denmark and promoting Danish interests in the Philippines.

Main tasks and responsibilities:

As an accounts and admin assistant, you will be working closely with the Administrative Section, focusing mainly on the day-to-day bookkeeping and administrative tasks in the Embassy and official residences. The candidate is expected to have good communication skills in English and a working knowledge on basic accounting and bookkeeping.

Major tasks included in this position are as follows:

Accounting Tasks:

- Process invoices, bills payment request & staff reimbursement; verify supporting documents and ensure timely settlement of all financial obligations.
- Assist in preparation of payroll and mandatory remittances
- Assist in Bank reconciliation & reconciliation of accounts
- Assist the Senior accountant in account closing and preparation of supporting schedules and documents for the quarterly approval of accounts
- Provide accounting assistance and perform other finance related duties assigned by the Senior Accountant

Administrative Tasks:

- Liaise with external parties, vendors, service providers and relevant stakeholders on administrative and operational matters
- Maintain an updated record of suppliers, contracts, quotations and procurement-related documents, ensuring proper filing and tracking
- Monitor office supplies, stationery and equipment inventory, and coordinate replenishment to ensure adequate stock availability
- Other administrative tasks as needed at the Embassy

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Essential Skills:

- Good communication skills in English
- Accounting background and experience
- Good working knowledge of accounting system, payroll and mandatory remittance arrangements
- High degree of compliance within administration and finance

Employment Conditions:

- Full time and permanent employment with three (3) months probationary period
- 20 days of paid holiday per year
- Flexible working environment
- Medical Benefits
- 13th month salary
- Salary that will reflect your qualifications, relevant experience and proven work-related results.

Application and recruitment process:

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and two to three references) in English to mnlambadmin@um.dk and put "**Application: Accounts and Admin Assistant (Last Name, First Name)"** in the email subject line.

We process your data for recruitment purposes only. We intend to keep your data until the specific position has been filled, and then we will delete your data. You can read more about how we process your personal data here:

The Ministry of Foreign Affairs of Denmark Privacy Notice

The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment.

For more information about the embassy, please see: https://filippinerne.um.dk

*Please note: The embassy will not be able to answer questions from applicants during the time of the selection process. If an applicant has not been contacted by the embassy by the **end of January 2027**, then the applicant has not been selected for an interview. The embassy is thankful for the interest shown in the position as Accounts & Admin Assistant.*