



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Accounts and Consular Officer Embassy of Ireland, Berlin

Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. 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, **Berlin**, is seeking to recruit a resourceful, proactive and flexible individual to fill the position of Accounts and Consular Officer in the Embassy, directly supporting the work of the Accounts Manager.

Role

- Preparation of monthly Embassy accounts;
- Accounts system administration in consultation with diplomatic staff;
- Payment of Embassy invoices and liaison with service providers;
- Review and report on operational budgets and expenditure, ensuring value for money and compliance with appropriate procedures and regulations. Take responsibility for procurement matters, including tendering and reviewing contracts where appropriate.
- Liaising with Embassy Payroll company
- Liaising with Health Insurance Provider
- Examine and manage VAT returns where applicable.
- Examine and manage refund of non-beneficial charges where applicable.
- Management of fixed assets register;
- Liaison with service providers for Ambassador's residence as appropriate;
- Helping to maintain contact databases;
- Supporting consular team as required.
- Other duties, as required from time to time and directed by the Ambassador and Deputy Head of Mission as necessary.

Essential Requirements candidates must be able to demonstrate:

- A degree or diploma, preferably in disciplines such as:
 - Business, Finance, Accounting, Business Management
- Previous professional experience of book-keeping and accounts
- work based examples of using excellent **interpersonal skills**, being persuasive, **working in a team** but also dealing effectively with people in external organisations;
- Evidence of flexibility, efficiency and effectiveness showing strong **organizational skills**, attention to detail, able to work under pressure and to manage multiple tasks;
- Examples of being solutions-oriented, and **committed to delivering results**, including by adapting approach if necessary;
- **Fully bilingual** in English and **German**; (a language test may be included as part of the shortlisting process);
- Working knowledge, using examples, of Microsoft Office Suite (Outlook, Word, Excel);
- ***The permanent legal right to reside and work in Germany.***

Desirable Skills and Experience:

- A good understanding of the role of the Department of Foreign Affairs and the Embassy;
- The successful applicant will work alongside other local employees of the Embassy, and will report directly to a member (s) of the diplomatic staff in the Mission. Previous experience in a diplomatic mission is desirable, but not essential.

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contractual basis and will be based at [the Embassy of Ireland to Germany, Berlin].
- Monday to Friday, 35 hours per week, with standard office hours from 09.00 – 17.00.
- The annual salary for the position is €32,941.67 per annum, paid locally on a monthly basis. Annual increments are accrued on satisfactory performance in line with the Department's Performance Management and Development System. The base point of the salary scale is €32,941.67 gross per annum, with the highest point set at €43,819.33. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.

How to apply

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The Job Description and Application for this position are available on our website [Job Opportunities - Department of Foreign Affairs \(dfa.ie\)](#)

Completed applications should be sent via e-mail only to Recruitment.Berlin@dfa.ie, with the subject line **Accounts & Consular Officer Vacancy**.

Applications must be received before 16:30 hrs. (Local time) on 22.12.2023

No applications will be accepted after this deadline. Please note that only short listed applicants will be contacted.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for a **competency-based** interview may be undertaken based on the Essential/Key Requirements above.
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process; and
- A panel may be set up depending on the calibre of candidates;

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 to Germany is committed to a policy of Equal Opportunity.