

JOB OPPORTUNITY AT THE EMBASSY OF SWEDEN

Accountant / Officer Manager /Human Resource Assistant - Fulltime

The Embassy of Sweden in Canberra is looking for a dedicated and detailed-oriented individual for a position as Accountant / Officer Manager /Human Resource Assistant – Fulltime - at the Embassy.

The main tasks of this position are:

Accountant

- Overseeing and managing daily transactions, ensuring accuracy and compliance with internal controls.
- Supporting the month-end, half-year, and year-end close, ensuring timely and precise reconciliations.
- Assisting in developing reliable budgets and forecasts.
- Monitoring and managing taxation requirements, ensuring full adherence to legal obligations.
- Overseeing the maintenance, improvements, and implementation of financial systems and processes.

Human Resource assistant

- Providing administrative support across core HR functions.
- Maintaining employee records and HR documentation.
- Supporting onboarding and offboarding processes.
- Assisting with compliance and HR reporting.

Office Manager

- Office administration such as purchases, order generation, documentation, and ensure smooth and efficient running of the business on a day-to-day basis, including maintaining and procuring office/kitchen supplies and preparing/organizing internal staff meetings.
- Maintaining business registration, licenses, certification and insurance.
- Other administrative responsibilities as required.

Qualifications and skills required for this position

- Australian citizenship or residents with a working permit is a must.
- Preferably tertiary education. Diploma in accountancy, finance human resources and business administration will be beneficial.
- Work experience, 3-4 years, preferably in the ACT area from small businesses/public administration.
- Excellent knowledge of Microsoft Office (Excel notably)
- Completely proficient in written and oral English language.

- Knowledge of oral and written Swedish or Scandinavian language will be considered an asset.

The candidate should also be:

- Self-motivated with good time management skills.
- Ability to work autonomously.
- Problem- solving, organizational, and attention to details skills.
- Quick learning abilities and adaptability to the use of new computer tools.
- Willingness to take on new tasks and challenges where required

Selection process:

- Applicants should send, as pdf-file, a motivation letter (one page) and CV (max 2 pages) including at least three (3) recent and relevant academic, professional and employment references.
- Only shortlisted candidates will be contacted and subsequently asked for documentation that supports the background and qualifications mentioned in their CV.
- No later than May 4th, to the following email Ambassaden.canberra@gov.se. Please write in the email subject line "Vacancy" UM2026/11294. Please note that the selection process will be ongoing and suitable candidate(s) may be called for interviews prior May4th.

The Embassy of Sweden has been established as an employer of local staff in Australia for more than 50 years. It promotes an attractive employment package. It boasts an established, professional, and dedicated team that values equality and transparency in the workplace.

Employment contract is based on local labor law and standard contract terms of the Swedish Embassy in Canberra.

The selected candidate must agree to complete a security background check prior as well as a medical checkup on employment.

For any questions regarding the position please contact: Head of Administration by email Ambassaden.canberra@gov.se.