

Brussels

The Mission of Sweden to NATO is looking for an administrative officer within the financial/payroll administration field.

The Mission is responsible for Sweden's cooperation with the North Atlantic Treaty Organisation (NATO), within the framework of the Partnership for Peace (PfP) and its multilateral structure the Euro-Atlantic Partnership Council (EAPC). The Mission also follows NATO activities and developments of interest for Swedish foreign and security policy.

The Mission is growing rapidly and is currently staffed with diplomatic personnel from the Ministry for Foreign Affairs, the Ministry of Defence, civilian and military personnel from the Armed Forces as well as four locally employed staff.

The Mission is now looking for a locally employed administrative officer within the financial/payroll administration.

Main responsibilities of the administrative officer will be:

- ongoing financial reporting and monthly accounts.
- economic forecasts and reporting
- electronic invoice management and budget follow-up
- payroll administration for locally employed staff as well as staff employed by the Ambassador.
- assist in administration of health care issues for diplomatic staff members
- regular contacts with Belgian authorities in French and Dutch
- other administrative tasks within the team as delegated by the Head of Administration

Qualifications:

The Mission is looking for a colleague who will fit in to an expanding and changing organisation. We value organisational skills, to be able to work in a team as well as independently and having a meticulous and solution-oriented mindset. Other qualifications we are looking for are:

- at least 5 years of experience within the finance/payroll administration
- knowledge of the Belgian labour laws and social security system
- fluent in English, French, and Dutch. Knowledge of Swedish is an advantage.
- Good knowledge of MS/Office as well as experience of working in a financial system such as Business World or equivalent.

Miscellaneous:

The position is a full-time position starting as soon as possible upon agreement with the successful applicant and for 1 year with a possibility of extension.

You will be subject to a security clearance prior to employment in accordance with the Swedish security regulations.

If you want to know more about the position, please contact the current holder of the position, Ms. Eva Westberg on 02-707 78 80 or eva.c.westberg@gov.se.

You are invited to send in your application, including CV, to the Mission no later than 17th February to nato-delegationen.bryssel@gov.se