



**SOUTH AFRICAN EMBASSY: SPAIN
EMBAJADA DE SUDÁFRICA: ESPAÑA**

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VACANCY ANNOUNCEMENT: ACCOUNTANT

The South African Embassy in Madrid is seeking eligible and qualified applicants for the full-time permanent position of Accountant.

The incumbent of this position will work under the supervision of the Secretary Administration and will assist Management in the administrative and bookkeeping/accounting function of the Embassy

Basic function of position

- Preparation of monthly expenditure reports, including reconciliation and cashbook statements
- Preparation of payments
- Preparation of the budget and financial reports
- Open accounts files and maintain accounting records
- Translation of invoices and documents
- Human Resources and Financial Administration
- Capturing of accounts on the prescribed accounting system
- Logistical Administration
- Carry out any other related duties as required

Qualifications required

A relevant three year post-school qualification PLUS 5 years' experience in an administrative and financial capacity. Computer literate. Fluent in reading and writing English and Spanish.

Please be advised that the candidate must be in possession of a Spanish police clearance certificate and Spanish residence permit or ID.

Applications:

Interested candidates should submit in hard copy their Curriculum Vitae written in English, certified COPIES of relevant qualifications, at least the last three employment references, and a letter in English explaining why they believe to be a suitable candidate for the post, directly to:

The First Secretary Administration
Embassy of the Republic of South Africa
Claudio Coello, 91- 6°
Madrid
28006
Enquiries: +34 677 53 51 46

The closing date for applications is Friday, 29 July 2022, at 12h00. Candidates selected for an interview will be contacted telephonically. Please ensure contact details are included on your Curriculum Vitae.