



## **The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) invites candidates to apply for a position as Bookkeeper and Administration Officer**

### **Background:**

The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) is a private Danish-based Foundation established on 9 December 2004 ([www.emhrf.org](http://www.emhrf.org)). The Foundation aims at supporting human rights defenders by means of small scale and flexible funds in the Arab region. The Foundation's trademark is the support of human rights NGOs or members of human rights organisations under pressure or attack; innovative projects; and support of NGOs whose activities tend to fall outside mainstream donors' priorities.

The headquarters of the EMHRF are in the city center of Copenhagen and consist, besides the Bookkeeper and Administration Officer, of a Finance Director and a Grants Administrator. In addition, the EMHRF secretariat has two sub-offices in Tunis and Paris with a Programme Director, a Regional Consultant, five Regional Coordinators and a Regional Assistant.

### **Duties:**

Working under the supervision of the Finance Director, the main duties of the Bookkeeper and Administration Officer are divided in Financial, Administrative and Human Resources tasks as follows:

- Produce monthly reconciliations and ensure regular data entry in the bookkeeping system
- Prepare payments documentation and transfers in relation to EMHRF actions
- Maintain proper documentation related to all EMHRF expenses in the bookkeeping
- Provide support in the preparation of the annual and project audits
- Facilitate relations with the banks and the accounting service providers
- Prepare the practicalities of all meetings and travels for the Board and staff members (budget, flights, hotel, per diem, invitations and visas, agenda, practical information, etc.)
- Facilitate the recruitment, the staff management and development (job offers, interviews, work contracts, time registration and holidays, retreat, and trainings)
- Monitor and prepare payment of wages, pensions, and holiday allowances for Danish and French employees
- Monitor Danish and French legislation changes in relation to administrative, financial, and labor regulations and advise the management on possible policies and measures to be undertaken
- Support the offices in administrative and legal matters, and prepare official letters (legal obligations in Denmark or France, etc.) if needed
- Oversees office management and logistics for all offices (insurance, filing, equipment, supplies, cleaning, IT services)
- Ensure compliance with the financial and accounting procedures, among other internal policies
- Maintain organized archives in relation to his/her duties.

### **Qualifications:**

- Diploma in accounting or finance highly desirable.
- Bookkeeping experience is mandatory and experience of Microsoft Dynamics Nav is a plus.



- Fluency in English is mandatory. Knowledge of Danish and/or French is required.
- Relevant experience in dealing with administration and office management is a plus.
- The ability to multi-task, pay strict attention to details and demonstrate the flexibility to get assignments completed within the set deadlines is required.
- The selected candidate must have strong interpersonal skills, be proactive and demonstrate the characteristics of a team player.
- Personal qualities of integrity, credibility, and dedication to a non-profit mission.

**Working hours and wage:** The Bookkeeper and Administration Officer will be employed to work 37 hours per week according to the Danish scale of wages based on qualifications and experiences.

**Start of assignment:** End of October (preferable).

**Duration:** Permanent contract.

**To apply:** Interested applicants should submit a resume and letter of motivation in **English** as soon as possible and no later than **October 8, 2020** to the attention of EMHRF Finance Director at [recruitment@emhrf.org](mailto:recruitment@emhrf.org) Only selected applicants will be called for an interview, and we will continuously hold interviews, so please apply as soon as possible.