



Senior Accountant Temporary Replacement Position

About EMHRF

The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) supports human rights defenders and civil society actors across the Middle East and North Africa region. EMHRF is seeking an experienced and highly autonomous Senior Accountant to support the organisation's finance and administration functions during a temporary replacement period starting in mid-November 2026.

The successful candidate will play a key role in ensuring the continuity of EMHRF's accounting, financial management, payroll, compliance and administrative processes during the maternity leave of the incumbent employee.

This position is particularly suited to a seasoned accounting professional with substantial experience in accounting, financial management, audits, internal controls, payroll administration and compliance within an international environment.

Reporting Line

Finance Director

Location

Copenhagen, Denmark (with remote work possible).

The successful candidate may be based in another country, provided they are legally authorised to work in their country of residence and can effectively perform the duties of the position remotely.

Occasional travel to Copenhagen, Paris or other locations may be required.

Duration

The appointment is intended to ensure continuity during the maternity leave of the incumbent employee and includes:

- an initial handover period of approximately one month before the start of maternity leave;
- coverage of the maternity leave period;
- a final handover period of approximately one month following the employee's return.

The assignment is expected to commence in **mid-November 2026**.

The exact start date, end date and overall duration of the assignment will depend on the actual maternity leave schedule and organisational needs.

The expected duration is approximately **7 to 9 months**.

Contractual Arrangement



EMHRF is open to considering both:

- an employment contract; or
- a consultancy arrangement,

depending on the successful candidate's circumstances and preferences, as well as legal, tax and operational considerations.

Candidates interested in working as independent consultants are welcome to indicate this in their application.

Key Responsibilities

Accounting and Financial Management

- Maintain accurate accounting records and ensure timely recording of financial transactions.
- Perform monthly reconciliations and accounting reviews.
- Support monthly and annual closing processes.
- Prepare payment documentation and process bank transfers.
- Monitor cash balances and liquidity requirements.
- Liaise with banks, auditors and external accounting service providers.
- Maintain accounting records in the accounting software (Odoo) and contribute to the continuous improvement of accounting processes.

Audit, Compliance and Internal Controls

- Support annual statutory audits and project audits.
- Ensure compliance with EMHRF's financial procedures and internal controls.
- Maintain complete and auditable financial records.
- Support donor compliance and financial reporting requirements.
- Identify and flag financial and operational risks.

Payroll, Administration and Operations

- Coordinate payroll-related processes and supporting documentation.
- Monitor salary, pension and leave-related payments.
- Support recruitment, onboarding and personnel administration when required.
- Support governance meetings, travel arrangements and organisational logistics.
- Ensure proper archiving of financial and administrative documentation.

Regulatory Monitoring

- Monitor developments in labour, tax and administrative regulations relevant to EMHRF operations.
- Advise management on potential implications and required actions.

Knowledge Transfer

- Ensure an effective handover from and to the incumbent employee.
- Maintain appropriate documentation to ensure continuity of operations.

Qualifications and Experience

Essential



- University degree in Accounting, Finance, Business Administration or a related field.
- Minimum 10 years of professional experience in accounting and financial management.
- Excellent written and spoken English.
- Strong knowledge of accounting principles, financial controls and audit processes.
- Excellent Excel skills.
- Experience using accounting software.
- Strong organisational and analytical skills.
- Excellent attention to detail.
- Ability to work independently in a remote environment.
- High level of integrity, discretion and confidentiality.

Desirable

- 15-20 years or more of relevant professional experience.
- Experience within NGOs, foundations, international organisations or donor-funded environments.
- Knowledge of Odoo accounting software.
- Good command of French.
- Experience with multi-country finance, payroll and administrative processes.
- Familiarity with donor-funded programmes and audit requirements.

Compensation

For candidates engaged as employees, compensation will be determined according to the EMHRF salary scale applicable in the selected candidate's country of residence.

For candidates engaged as consultants, remuneration will be agreed separately based on the proposed fee structure, qualifications, experience and responsibilities associated with the role. In accordance with applicable pay transparency requirements, the applicable salary range or remuneration framework will be communicated to shortlisted candidates before the first interview. Compensation will be determined based on objective criteria, including qualifications, professional experience, responsibilities and location.

Candidates will not be asked to disclose their current or previous remuneration.

Equal Opportunity

EMHRF is committed to equal opportunities and to creating an inclusive working environment. Applications are welcome from all qualified candidates regardless of gender, age, disability, ethnic origin, religion, sexual orientation or other protected characteristics.

How to Apply

Interested candidates are invited to submit:

- a detailed CV;
- a motivation letter describing their interest in the position and outlining how their experience matches the requirements of the role.

Applications should be sent to recruitment@emhrf.org no later than **25 October 2026 (23:59)**



CET).

Please indicate "**Senior Accountant**" in the subject line of the application.

Candidates should indicate:

- their availability to commence the assignment in **mid-November 2026**; and
- whether they wish to be considered under an employment contract or a consultancy arrangement.

The recruitment process may include interviews and practical assessments designed to evaluate candidates' qualifications, experience and suitability for the role.

Only shortlisted candidates will be contacted.