



**An Roinn Gnóthaí
Eachtracha agus Trádála
Department of
Foreign Affairs and Trade**

Accounts and Administrative Support Officer at the Embassy of Ireland, Mexico

The Embassy of Ireland in Mexico works to promote and protect Irish interests in Mexico whether it is working with the Irish community, promoting Irish economic interests, or supporting the strong partnership between our governments. We also provide a range of key consular services.

The Irish Embassy in Mexico is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to fill a full-time Accounts and Administration Support Officer position.

Job description

The Embassy of Ireland manages all aspects of Ireland's relationship with Mexico, as well as six secondary accreditations: Costa Rica, Cuba, El Salvador, Guatemala, Honduras and Nicaragua. The promotion of diplomatic, political, economic and cultural ties between Mexico and Ireland, as well as Ireland and the secondary accreditations is integral to the work of the Embassy.

The successful candidate will play a key role in supporting all aspects of the Embassy's administration, including payments and invoicing, payroll, procurement, filing accounts, and ensuring compliance with Departmental policies and procedures.

Administrative Support to posted diplomats, including the Deputy Head of Mission (DHoM), is an integral part of Ireland's engagement in the region, and successful candidates will play a key role in supporting Diplomatic outreach and networking with Government, business, nongovernmental organisations and other civil society stakeholders. The assistant will also track relevant current events in the press, at times preparing summary reports or analysis on priority issues and developments for Diplomats.

As part of a small team, the officer will also be expected to assist in covering other areas of the Embassy's work from time to time.

Key duties

The precise range of duties will vary according to the business needs of the Embassy, but will include the following:

Administration and Accounts:

- Preparation of the monthly Embassy accounts; responding to account queries from posted Diplomats and HQ
- Preparation of the Mission's budget and pre-budget submissions; presenting budgetary and finance overview and analysis to the HoM and Head of Administration

- Accounts system (SUN) administration in consultation with diplomatic staff; preparing all documentation relating to payments from Embassy account including vouchers, under the guidance of the Head of Administration
- Act as a liaison with service providers; including payments, invoicing, and procurement of financial and administrative services (banking, insurance, property, security, etc.)
- Promotes a robust and transparent compliance and risk culture, focusing on the implementation of and compliance with Irish Government and Department of Foreign Affairs and Financial Management Guidelines and requirements; including through the modernisation of local financial and administrative practices
- Executing other administrative and finance-related tasks as required from time to time by the diplomatic staff.

Administrative Support:

- Providing Secretarial support to the Deputy Head of Mission (DHoM) and other posted Diplomats in the pursuit of Ireland's foreign policy goals (diary, invitations, meetings, international travel etc.)
- Identification of strategic and priority contacts for Diplomats across government, business and civil society based on Embassy priorities and analysis and media monitoring of developments and areas of interest in the region
- Tracking current events in the region; occasional preparation of reports/analysis as well as remarks in advance of meetings and events
- Occasional translation and interpretation duties at meetings and events
- Additional executive support, including supporting Embassy events, depending on business needs

Key requirements:

- Candidates must have a degree or postgraduate degree, preferably in a related discipline such as business administration, accounting/audit, economics, or international relations
- At least 2 years relevant professional experience in administration and financial, as well as executive support
- Computer literacy (including Excel) and information management skills; experience using financial management software's would also be an advantage
- Fluency in both English and Spanish (DELE C1/C2 or equivalent);
- At least 6 months experience of studying or working abroad or equivalent experience of working in a dynamic multinational environment;
- Excellent numeracy and analytical skills, including excellent attention to detail and the ability to understand data and present analysis to decision-makers
- Resourceful and results-orientated, candidates should be able to demonstrate an ability to problem-solve and proactively work with internal and external stakeholders
- Candidates must have permission to work in Mexico and be available to travel within Mexico and to countries of secondary accreditation in the Latin America region, if necessary.

Other desirable attributes:

- Familiarity with Ireland and Irish culture
- Familiarity with Mexico and Mexican culture;
- Familiarity with other countries in the Latin America region;
- Previous experience working with an Embassy, NGO, or international organisation

Terms and conditions of employment:

- The successful candidate will be hired for an initial 12 month probationary period, and will be based at the Embassy of Ireland, Mexico, located in Mexico City.
- The annual salary for the position is MXN 234,252.00 and including 45 days of Aguinaldo. Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account.
- The successful candidates must already have the legal right to work in Mexico.
- The successful candidates will be responsible for making their own arrangements regarding tax compliance, local transport, health insurance and accommodation whilst employed by the Embassy of Ireland in Mexico.
- The successful candidates will be responsible for making any relocation arrangements and/or costs that might arise.
- Hours of attendance amount to on average not less than 43¼ hours gross, or 37 hours net per week.
- The position will have an annual leave allowance of 20 days per annum, exclusive of public holidays, adjusted *pro rata*.
- Subject to the provisions of the Freedom of Information Acts, 1997 and 2003, applications will be treated in strict confidence.

How to apply

Please send your completed application form before 17.00 (Mexico City Time) on 2 July to MexicoEmbassy@dfa.ie with the heading “Accounts and Administrative Support Officer”

No applications will be accepted after this deadline.

The Embassy reserves the right to re-advertise or extend the call for applications.

The closing date for applications is Friday, 02 July at 17.00 Mexico City time

Selection Process

Following shortlisting of applicants, candidates may be invited to up to two interviews **5-13 July**, before a successful candidate is selected.

The position will ideally commence on **Monday 2 August**, and will be for a period of 12 months, eligible for permanent appointment subject to satisfactory performance.

Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Key/Essential Requirements above.

Shortlisted candidates will be interviewed by diplomatic staff over video conference.

Candidates may also be asked to take part in a written exercise in Spanish or English, and/or a short presentation. Such an exercise would involve some desk research, data analysis and report writing.

Information on the post is being communicated publicly through the Embassy web and social media channels; the Embassy cannot provide responses to individual phone/e-mail queries received regarding the post/application process.

Receipt of applications will be confirmed, but only short-listed candidates will be contacted by the Embassy. The Embassy regrets that, due to the high volume of applications received, it will not be able to provide feedback to applicants not invited to interview.

General Data Protection Regulation:

All personal information received will be kept in line with GDPR guidelines.

Security Clearance for Local Staff

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

Please note that canvassing will disqualify applicants.

The Embassy of Ireland, Mexico, is committed to a policy of Equal Opportunity