



**EUROPEAN UNION** - Delegation to the State of Israel

האיחוד האירופי - המשלחת למדינת ישראל

الاتحاد الأوروبي - البعثة إلى دولة إسرائيل

**The Delegation of the European Union to the State of Israel  
is looking for**

*Temporary Accounting Assistant*

Period: 13 July – 10 September 2015 (2 months)

**Tasks:**

Under the direct supervision of the Head of Administration, he/she will be responsible for payment processing by updating the Office's accounting programme (ABAC, Accrual Based Accounting) on a daily basis and provide secretarial support to the Administration Section.

**General requirements:**

- Must have valid working permit and be fluent both in Hebrew and in English
- Completed secondary level education and studies in relevant field: financial management, accounting, bookkeeping level 3 or similar
- Preferably previous working experience in similar duties
- Capacity to work as part of a team in a multi-cultural environment
- ability to work under pressure and to respond quickly to new demands
- self-starter and quick learner
- readiness to help and/or replace colleagues for variety of tasks in admin section

Interested persons should submit their candidatures with CV and a Letter of Motivation in English by email to address:

[DELEGATION-ISRAEL-HR@eeas.europa.eu](mailto:DELEGATION-ISRAEL-HR@eeas.europa.eu) by 7 July 2014 with

**Ref. "Temporary Accounting Assistant".**

Possible interviews and written test for the post will be held on 9 July, 2015.