



**The Embassy of the Grand Duchy of Luxembourg in London
(United Kingdom)
is recruiting
1 administrative and financial officer (m/f)
Fixed-term contract with 40 hours per week**

The Embassy of the Grand Duchy of Luxembourg in London is seeking an experienced administrative and financial officer to oversee the financial administration, budget monitoring, and facilities coordination of the Mission.

This is not an entry-level position. The role is suited to candidates with solid professional experience in financial management and operational administration.

Key responsibilities:

Financial Management and Budget Oversight

- Verify, record, and process invoices, payment requests, and reimbursements in accordance with applicable procedures;
- Maintain accurate accounting records, including reconciliation of accounts and systematic financial filing;
- Monitor expenditures against approved budgets and ensure compliance with authorised credits;
- Prepare budget forecasts, cash-flow planning, and support year-end closing procedures;
- Follow up on supplier payments, maintenance contracts, and service agreements in a timely manner.

Administrative and Operational Coordination

- Provide structured administrative support to the Head of Mission;
- Ensure efficient handling of official correspondence and documentation;
- Maintain organised records in compliance with confidentiality and data protection standards;
- Support the logistical organisation of official meetings, visits, and events.

Facilities and Building Management

- Oversee the proper maintenance and security of the Embassy premises and the Ambassador's Residence;
- Identify maintenance and repair needs, obtain quotations, and prepare funding requests for approval;

- Supervise contractors and service providers, ensuring compliance with timelines, budgets, and quality standards;
- Maintain detailed records of maintenance contracts and ongoing technical matters.
- Perform any other administrative or technical tasks as assigned by the Head of mission.

Essential Requirements:

- You have a secondary or Bachelor's degree;
- You have a minimum of 3 – 5 years of proven professional experience in accounting, financial administration, or budget management;
- You have a demonstrated experience in financial record-keeping, reconciliation, and budget monitoring;
- You have experience liaising with contractors and managing facilities or service contracts;
- You have an advanced proficiency in Microsoft Excel;
- You have strong organisational skills, attention to detail, and ability to work independently;
- You have a high level of integrity, discretion, and reliability in handling financial matters;
- You are fluent in English (written and spoken), knowledge of French would be an asset;
- You have the legal right to work in the United Kingdom.

Application Process:

If you are interested for this vacancy, please send your detailed CV and diplomas together with a tailored cover letter clearly outlining relevant financial and facility management experience and giving details of your current job, salary, notice period and confirmation of right to work in the UK by email to nathalie.stec@mae.etat.lu before 31 March 2026 (reference: "AMB Londres - 2026 - Administrative and financial officer").