



COPENHAGEN GROUP A/S

Accounting Assistants for Copenhagen Group A/S (Two Positions)

Announcement Date: 06, April 2010

Due to increased expansion of our operations abroad, Copenhagen Group A/S seeks to hire two accounting assistants for our finance department in Copenhagen.

You will be part of a team responsible for preparing the financial reporting for the companies in Copenhagen Group.

Copenhagen Group A/S is a holding company that supports international organizations with project development activities in conflict zones. The company consists of the following subsidiaries:

- Copenhagen Contractors (Main business in Afghanistan and Kuwait)
- Copenhagen Election (Main business worldwide)
- Copenhagen Global (Main business worldwide)
- IM Jensen (Main business in Afghanistan)

We are seeking two Accounting Assistants that have experience in:

- Bookkeeping and reconciliations
- Handling and reconciliation of creditors
- Handling and reconciliation of debtors
- Knowledge about handling of salary
- Knowledge about insurance
- Preparing of budget
- Preparing monthly financial reporting
- Experienced excel user and good IT skills

Knowledge of C5 and Navision will be an advantage.

We expect you to be:

- Self motivated and positive
- Able to work under pressure with tight deadlines
- Responsible and conscientious
- Flexible
- Take challenges with a smile
- Accept that the day tomorrow will not be the same as the day today



COPENHAGEN GROUP A/S

We can offer:

- An exciting work environment
- A job that always will be a challenge
- Possibilities to have impact on your work and job
- Good working conditions

Ideal candidates have a minimum of five years work experience as an accounting assistant. Proficiency in English is a requirement as most of the company culture and language is in English.

Questions regarding the position may be directed to Peter Klaris, Finance Director, at pekl@cphgroup.com or contact +45 3393 1988.

Interested applicants should send a CV (including photo) along with a cover letter to pekr@cphgroup.com.