

Salary Band 4A	Financial Specialist
Reports to:	Cluster Finance Manager
Duration	Until – 31 December 2024

1. CLUSTER BACKGROUND

Germany provides a visible and impactful contribution to support the South Africa Government in reaching it's goals to tackle the challenge of climate change. Climate Change in South Africa is a highly dynamic topic, which includes a large spectrum of topics that each come with their own challenges but also opportunities. The area of our work is broadening as we tackle related areas such as biodiversity, water affairs but also cross-cutting matters such as gender, private sector engagement as well as involvement of the youth. Our portfolio is highly connected to the international agenda of climate change and biodiversity but also deeply rooted in local structures and capacities.

As **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** it is our role to navigate this terrain and provide value to our commissioning entities, which include mostly German Federal Ministries, but also to our partners in South Africa. Our partners entail Government Departments, the Climate Commission, Provinces, Municipalities, NGOs, Private Sector entities and many others. The GIZ Climate Cluster South Africa is thus made up of several bilateral and GloBe projects towards addressing climate change.

A. RESPONSIBILITIES

The **Financial Specialist** will work together with the cluster finance team under the direct technical supervision of the cluster finance manager. The Financial Specialist will be primarily responsible for financing processes i.e. grant agreements, financing agreements and local subsidies. S/he will also support in general financial administration, accounting, contract processes and have a stand in role for financial management.

B. TASKS

i. Financial Processes and Accounting:

- Ensuring the quality checks of all invoices for services, consultants and logistics contracts, ensuring arithmetical correctness and completeness of required

supporting documents in addition to compliance and adherence to GIZ financial regulations prior to approval processes.

- Support to monitor and replenish project cashflow in cluster bank account.
- Support in loading payments using online banking platform.
- Monitoring and checking of month end closures of the project accounting and balances through WINPACCS online.
- Assist in monitoring cluster open items i.e. receivables, payables and obligos and report to the cluster finance manager.
- Coordinate internal controls and support external audits – provide support in follow ups.
- Develop necessary monitoring tools for managing obligos.
- Report any financial related concerns without delays.

ii. Financing Arrangements

- Support technical advisors in preparing budgets for financing arrangements.
- In collaboration with the cluster finance manager, prepare and follow up on financing arrangements with country office and head office.
- Organize/participate in inception meetings and present GIZ financial processing requirements to grantees and service providers.
- Update the cluster on FAQs on financing arrangements during team meetings.
- Guide and support grantee on GIZ's financial and administrative processes and rules.
- Check all accountability for financing arrangements and advise the recipient and cluster finance manager.
- Advise grantees on financial reporting guidelines and amendment processes where necessary.
- Point of contact during eligibility processes with the consultants and potential recipients.
- In collaboration with the cluster finance manager, liaise with the Head Office and Country Office where input is required before, during and after financing contracts.
- Responsible for periodic updates to the financing SOP.
- Develop and monitor grants for review by the cluster finance manager on a monthly basis.
- Ensure all financing audits are conducted as per contract in a timely manner.

iii. Financial Administration

- In close collaboration with the cluster finance manager, support the planning and monitoring of the annual cash flow and respective project budgets.
- Support in planning of annual spending projections and monthly updates.
- Support in ensuring relevant internal control recommendations are implemented.

iv. Other tasks

- Performs other duties and tasks at the request of management.
- Attends the regular finance meeting and provides updates to the team.
- Assist with contract related stand in responsibilities where necessary.
- In close collaboration with the cluster finance manager, update the signature policy and financial SOPs.
- Ensuring that all related processes stated above and where applicable are uploaded to DMS.
- Assist in closure of projects when applicable.
- Assist with preparations on rebooking process on co-financed projects.

C. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE

Qualifications:

- A university degree in an area of Business Administration, Finances or Economics.

Professional experience and skills:

- Qualification should be enhanced by at least 5 years or more of relevant working experience in a comparable position.
- Working with knowledge and information management systems will be an asset.

Other Knowledge, Additional Competences:

- In depth knowledge of accounting software; Additional experience with SAP, onsite reporting and operations IT systems is an added advantage;
- Excellent working knowledge of IT technologies (related software, phone, fax, email, the internet) and standard MS Office applications (e.g. Outlook, Word, Excel, PowerPoint);
- Very good communication skills, fluent spoken and written in English;
- Ability to quickly understand instructions, ask for clarification when needed, adapt and work independently with limited supervision to produce results on time;
- Ability/ motivation to work in a multi-cultural work environment; good team player;

- High attention to details and preciseness. Structured approach for working under pressure and strict deadlines.
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

D. ADDITIONAL INFORMATION

- The position will be based at the **GIZ Offices in Hatfield, Pretoria**.
- The contract period for this position is until is until **31 December 2024**.

E. APPLICATION PROCESS

Suitable candidates should apply for this position by submitting:

- A **motivation letter (max. 1 page)** stating why they should be the preferred candidate, and
- A **detailed CV indicating their nationality**

Applications should be submitted to: recruit-pretoria@giz.de with subject line **“Application for Climate Cluster Financial Specialist”** for the attention of the Head of Human Resources.

Closing date for applications: **18th November 2022**.

Only shortlisted candidates will be informed.

Applications without a motivation letter will not be considered.