

<b>Salary Band 4A</b>	<b>Finance Officer</b>
Reports to:	Programme Manager
Duration	Until 31 January 2025

## 1. BACKGROUND

The **Good Financial Governance in Africa (GFG) Programme** promotes transparency and accountability in public financial management and is implemented by the **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** on behalf of the **German Federal Ministry for Economic Cooperation and Development (BMZ)**. Its objective is to foster Good Financial Governance in Africa, more specifically that 'change agents' in the areas of taxation, budgets, financial control, and legislative financial and budgetary supervision are empowered to support systemic changes in African countries.

The GFG Programme is a regional program with its reach across the African continent and it promotes an efficient management system of public finances is considered a public good and benefits the African population.

The backbone of the programme is the partnership with networks of African government officials in the areas of taxation, budgeting and fiscal oversight to support their aim to strengthen public financial management capacities across Africa: the **African Tax Administration Forum (ATAF)**, the **Collaborative Africa Budget Reform Initiative (CABRI)**, the **African Organisation of Supreme Audit Institutions (AFROSAI)** and the **African Organisation of Public Account Committees (AFROPAC)**. The Program also supports the **African Union Commission (AUC - ETTIM)** under the Multi-Donor Action (MDA) on Fighting Illicit Financial Flows (IFF) in Africa that is Co-funded by BMZ, EU and Finland (MFAF). The programme supports these partner organisations in offering knowledge, training and exchange opportunities to their members to develop and implement joint standards and improve financial governance.

**The Finance Officer is part of the Administrative Team of the Programme and is among other duties, responsible for:**

- Providing support to the Financial Specialist;
- Managing logistics for partner events initiated by the GFG programme. and providing support to HR & team Organisational Officer

**The GFG Programme is looking for a Finance Officer to perform the following:**

#### **A. TASKS AND RESPONSIBILITIES**

Logistics and implementation of external activities and events

- Ensures that information regarding programme activities is exchanged between project/programme staff, partners and other institutions
- Maintains regular contact and well-functioning information sharing with communication and logistics counterparts at partner and other GIZ offices
- Accompanies the project/programme manager or other team members to meetings if necessary
- Is responsible for planning and organising administrative and logistical aspects of programme activities, especially the implementation of project activities with partners (external seminars, meetings, workshops etc.)
- Regularly updates the team on activities and deadlines regarding training activities / events
- Is responsible for recording and documenting of implemented activities
- Coordinates with the technical advisors and GIZ office on the mode of service delivery (i.e. contract management with consultants, workshops, seminars)
- Maintains cooperation and working relations with partner counterparts for logistics / administration
- Cooperates with relevant service providers (hotel and conference venues, travel agents, embassies for visa facilitation, facilitators, trainers, printers, editors etc.)

#### **1. Finance and Accounting:**

- Prepares and updates the inventory. Ensures together with the Finance Officer that the inventory in different locations (Pretoria, Yaounde) is maintained and regularly updated

- Is responsible for financial management, such as cash withdrawals, keeping the cashbook, bank accounts, preparing and entering vouchers and preparing monthly bookkeeping.
- Is responsible for vehicle maintenance (car wash, service of programme vehicle, checking of log book)
- Supports the financial aspects of fleet management: assist in purchase and insurance, manages Nedfleet system, invoices private mileage monitor logbooks, and assist in disposal of vehicles.
- Manages telephone/ cellphone billing in line with Country Office policies.
- Monitors income and expenses in accordance with the monthly bank reconciliation.
- Assists with preparation of annual internal control
- Procurement of goods and services in the programme within the delegated amount by the Country office and in line with all policies and procedures.

## **2. Other duties/additional tasks**

- performs other duties and tasks at the request of management

## **B. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES**

### **Qualifications:**

- A University degree in Social Sciences: Accounting, Finance, Business Administration, Commerce or similar areas.

### **Professional experience**

- At least three (3) years of experience in comparable positions;
- Good working knowledge of ICT tools (MS Office etc);
- Experience in working with international organizations is an asset;
- Fluency in English;
- Self-motivation and team orientated.

## **C. ADDITIONAL INFORMATION**

- The position will be based at **Hatfield, Pretoria**.
- The job may include duty travel across Africa. More information on the project can be found under: [www.gfg-in-africa.org](http://www.gfg-in-africa.org).
- At GIZ, you will be offered global network and an atmosphere that is characterised by diversity, respect, and genuine equal opportunities. Gender equality promotion is a matter of course for us.

- GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.
- The successful candidate will be expected to start full-time employment with GIZ on a fixed-term contract as soon as possible. The contract period for this position is **until 31 January 2025**.

#### **D. APPLICATION PROCESS**

**GIZ will only assess applications which meet the following criteria:**

Suitable candidates should apply by submitting:

- A motivation letter (max. 1 page) stating why they should be the preferred candidate and the value added they will bring to the project.
- A **detailed CV**
- Proof of eligibility to work in South Africa (copy of SA ID)

**Applications should be submitted to:** [recruit-pretoria@giz.de](mailto:recruit-pretoria@giz.de) with subject line **“Application for Finance Officer”** for the attention of Head of Human Resources.

Closing date for applications: **02<sup>nd</sup> of November 2023**

**Only shortlisted candidates will be contacted.**

**Applications without a motivation letter will not be considered!**

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