

Salary Band 4	Financial Specialist (Part-Time = 60%)
Reports to:	Senior Finance Manager
Duration:	Until 30 November 2023 (With Possibility for Extension)

1. BACKGROUND

The GIZ “Cooperation for the Enhancement of SADC Regional Economic Integration” (CESARE) programme has been commissioned by the Federal Ministry for Economic Cooperation and Development (BMZ), and is a cooperation programme with the Southern African Development Community (SADC), represented by the SADC Secretariat. It builds on a longer history of previous projects working in similar thematic areas and the overall objective of the programme is “SADC member states have improved the preconditions for trade in the area of goods and services in line with the SADC industrialization agenda”. Part of this programme is implemented in Lesotho with the support from the European Commission.

The Finance Specialist who is a member of the bundled finance and admin team will support the implementation of the measures under CESARE programme: The Regional Value Chain project, their respective prior projects, future planned projects and co-financing contracts, as well as the other GIZ projects in Lesotho.

A. RESPONSIBILITIES AND TASKS

The Finance Specialist is overall responsible for:

- Providing financial administration services and meet the needs of the projects independently, with minimum intervention.
- Ensuring that the financial rules and regulations of GIZ and commissioning parties are adhered to.
- Ensure a sound financial control environment in line with the fundamental principles required to safeguard integrity of all GIZ finance processes and report any financial or compliance concerns without delay.
- Maintain regular communication with country and project offices involved in project implementation as well as with HQ.

- Updating and disseminating new rules and guidelines from Head office, relating to financial and administrative procedures and aligning local Standard Operating Procedures (SoPs).
- Guide and provide practical support to technical colleagues on financial matters.
- Ensure complete and safe recordkeeping of vouchers and financial documents.

B. TASKS

1. Processing of invoices and payments

- Conduct arithmetic check of invoices, ensure invoices comply with tax regulations before payment is made.
- Calculate travel advances and settle travel claims and ensure complete supporting documents and clearing of travel advances.
- Capture transactions in WINPACCS, monitor and reconcile journals, liaise with bookkeepers in the Country office.
- Post transaction review to ensure that all transactions are booked correctly by other parties. Check for the appropriateness, accuracy, completeness, and that correct account codes have been used.
- Liaise with the Lesotho Revenue Authority on VAT claims and related issues.
- Ensure a sound financial control environment in line with the fundamental principles required to safeguard integrity of all GIZ finance processes.

2. Monitoring and Reporting

Assist the Finance Manager to;

- Monitor and compare expenditure of the project for both accurate and timely management of funds, and to identify informative thematic expenditure distribution trends.
- Prepare expenditure reports. Ensure that lines of communication with the Head office, country office and the relevant authorities are done in an efficient manner so that the reporting needed is generated and in line with co-fin partners' and the GIZ Head office requirements
- Compare actual results with the budget and investigate variances and ensure the usage of available funds are optimal.

3. Receivables Accounts and oblige management.

- Ensure timely clearance of reconciliation of unsettled/open items.

- Ensure that all items that are appearing in the Obligo report i.e. Finance agreements, Contracts and Procurement are monitored and closed accurately.

4. Audits and Internal control processes

- Communicate with relevant colleagues in GIZ and obtain objectively verifiable vouchers for audit checks.
- Follow-up on queries and ensure that audit findings are appropriately responded to.
- Support internal control processes, liaise with internal controllers and follow-up on findings, implement findings and resolve issues sustainably.

5. End of project Closure

- Ensure that at the end of the project all necessary catalogues of measurement that are mandated by the GIZ rules and regulations are observed regarding the closure of the project.
- Ensure that files are completed and archived, both online and offline where required, in-line with GIZ regulations.

6. Other duties/additional tasks

- Performs other duties and tasks at the request of management.
- Deputize colleagues in their absence.

7. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE

Qualifications

- University Degree in Business Administration or related qualification

Professional Experience

- 5 years professional experience in similar position in the field of development cooperation or non-profit sector. Experience of at least 2 years in the GIZ is desired.
- Very good understanding of financial processes and internal control to ensure compliance with standard practices, regulations, and statutes.
- Experience in EU funded programmes are desirable.

Other knowledge, additional competences

- Outstanding knowledge of accounting

- Very good working knowledge of ITC technologies (related software, phone, email, the internet) and computer applications (e.g. MS Office)
- Very good English language skills
- Effective interpersonal skills, including the appreciation to work in a team from culturally diverse background, and the ability to cope with changing environments.
- Result oriented performance, develop rapport, inspire trust and the ability to work under stress.
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

8. APPLICATION PROCESS

Suitable candidates should apply for this position by submitting:

- A **motivation letter (concisely 1 page)** stating why they should be the preferred candidate and the value they will bring to the work of CESARE project.
- A **detailed CV indicating their nationality**

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

Closing date for applications: **03 March 2023.**

Only Permanent Residence holders and/ or Lesotho Citizens will be considered.

Interviews will be held in Maseru, Lesotho

Only shortlisted candidates will be contacted.

Applications without a motivation letter will not be considered!