

<b>Salary Band 4A</b>	<b>Senior Finance Officer</b>
Reports to:	Head of Finance and Administration
Deputy	Senior Finance Specialists, other Unit Heads (Band 5)

## BACKGROUND

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is a German international organisation that advances sustainable development through four broad thematic areas: Energy and Environment, Employment Promotion, Economic Development, and Peace and Security. We are a state-owned enterprise operating in more than 120 countries worldwide, delivering business volume of approximately 3,7bio €. The Country Office (CO) is in **Pretoria Hatfield**, where the position is located, covering **South Africa, Lesotho, and Eswatini**.

The opportunity to work with us offers regional experience in a global organisation, supporting the work of our technical projects, partners, and beneficiaries.

We seek a Senior Finance Officer that will support our team in its strategic and operational tasks. Result and outcomes driven Finance practitioners passionate about compliance, organisational transformation, and digitalisation with leadership and management experience, are strongly encouraged to apply for the position “**Senior Finance Officer**”. Diverse applicants from all walks of life are welcomed.

## A. RESPONSIBILITIES

The **Senior Finance Officer (SFO)** is responsible for:

- Operational (systems and processes) and working knowledge of cross-category finance tasks and processes in the unit.
- Periodically assessing the operations of the finance unit in detail. (Financial processing, audits and internal control, management of unsettled items, cash flow planning, travel claims).

- Ensuring the quality and impact of the finance activities within the CO and that that financial administration functions well in accordance with GIZ standard procedures
- Effectively coordinating with the staff of the finance team or the Commercial Affairs Department at GIZ Head Quarters (HQ)
- Advising and providing transparency on HQ policies, processes, and procedures by closely monitoring and communicating new developments.
- Financial planning, monitoring and accounting for GIZ-assisted projects
- Advising and providing effective services to all GIZ clusters, projects, Units, HQ, other GIZ CO, business partner and counterparts
- Maintaining the unit's operational compliance in line with organisational Processes and Rules (PuR) and performing tasks independently
- Contributing to the development and implementation of unit processes
- Coordination of the Finance colleagues responsible for invoice check and unsettled item management.
- Coordination of the Finance colleagues responsible for the processing of national and international travel claims

**The Senior Finance Officer fully deputises for the second Senior Finance Officer and stands in for the Head of Finance (HoF) in all matters relating to the organization and coordination of the Finance Unit.**

**The Senior Finance Officer (SFO) performs the following tasks:**

## **B. Tasks**

### **1. General services for GIZ-assisted projects/programmes**

The Senior Finance Officer

- Monitors income, expenditure and the monthly bank reconciliation
- Manages the processing of letter of credits based on budget need analysis and assists with the transfer of funds to projects
- Manages the coordination and follow-up of real accounts (payables, receivables) and reports regularly to the officers responsible for the contract and cooperation (AV), the HoF, the Head of Finance and Administration (HoFA) and the Country Director (CD).
- Releases payments and ensures communication with the bank

- Advises projects on the opening of project bank accounts
- Design Standard Operating Procedures (SOPs) in conjunction with the Organisational Development (OD) Management team
- Periodically review and draft standard Finance documentation, ensuring compliance with new legislation, regulations, policies and strategies, designing new templates for communication, letters, and forms
- Establishes performance reporting tools for the finance unit, to share progress updates with key stakeholders including the CO, Leadership Teams, Management Forums, and other CO
- Utilises findings and observations as part of the Organisational Development (OD) continuous improvement drive, generating recommendations and presenting solutions to management,

## **2. Bookkeeping**

The Senior Finance Officer

- Deputises for the Senior Finance Specialist responsible for the coordination of bookkeeping related questions and the coordination of colleagues doing bookkeeping for projects and office
- Checks the quality of submissions and closures and ensures regular follow-ups of outstanding and delayed submissions
- Carries out accounting tasks using WINPACCS accounting software and prepares daily and month end closures and bank reconciliation vouchers
- Submits the month end closures from the project and office accounting, cash books and account balance vouchers (through or from WINPACCS) to the AV and ensures acceptance via WINPACCS online
- Uses WINPACCS online to set up project bookkeeping and cashbook changes
- Raises questions and finds answers on the online WINPACCS discussion platform

## **3. Financial processing and invoice check**

The Senior Finance Officer

- Coordinates the colleagues ensuring the financial processing of invoices / invoice check and unsettled item management.
- Ensures financial processing as per GIZ PuR and compliance regulations, monitoring of timelines as per SOP, KPI and data analysis is shared monthly with the HoF and HoFA,

- Is responsible for the maintenance of the SAP data relating to Invoice Check in CoSoft and the invoice registration sheet.

#### **4. Financial services**

The Senior Finance Officer

- Monitors income, expenditure and the monthly bank reconciliation
- Manages the processing of letters of credit and assists with the transfer of funds to projects
- Monitors real accounts (payables, receivables) and reports regularly to the AV, the HoF, the HoFA and the CD
- Produces and follows up on the annual balance report with regular reporting to the office management
- Contributes to the Controlling unit of the office by, amongst others, monitoring the budget / cashflow and sending out regular updates to all projects
- Advises projects on expenditure and cost reporting
- Ensures quality check of invoices, accountability for Financing Agreements, Grant Agreements and Local Subsidies, and material correctness of invoices plus completeness of documentation
- Ensures payment processing of invoices that do not belong to any unit, of direct payment requests from external projects and of cost splits and cost allocations of offices, parking spaces, running costs
- Signs release for payment and releases payment in FNB online as per signatory policy, whilst ensuring the 4-eye principle

#### **5. Coordination of the travel claim calculation**

The Senior Finance Officer

- Coordinates the CO and project colleagues processing national and international travel claims
- Checks and signs off the settlement of applications for the reimbursement of travel expenses
- Coordinates and monitors the international duty trip lists and ensures that they are forwarded timely to GIZ HQ
- Ensures regular follow-ups of outstanding travel advances and outstanding travel claims

- Advises projects and financial specialists on any queries related to travel claim calculations;
- Follows up on processing time of travel claims as per the SOP and ensures that monitoring data is presented to and discussed with the Head of Finance at the end of each month;
- Monitors travel claims accounts and reports regularly to the AV, the HoF, the HoFA, and the CD
- If required, calculates national and international travel claims and travel advances, and processes settlement of applications for the reimbursement of travel expenses

## **6. Internal Control and audits**

The Senior Finance Officer

- Checks the vouchers and receipts submitted by the projects/programmes for completeness and allocation to cost units and categories, and corrects these where necessary;
- Advises on financial aspects of the projects;
- Carries out yearly internal controls in accordance with GIZs internal controlling manual and ensures completion reports;
- Actively participates in the localization and implementation of the compliance and internal control guidelines coming out of HQ;
- Coordination of audit requests together with the other SFS;
- Assist with audit requests, sends vouchers and further documentation requested for within the given delay;

## **7. Content-related and General Tasks**

The Senior Finance Officer

- Handles medical claims from Development Workers
- Reports all problems with financial administration and compliance without delay to the HoF
- Ensures that current SOPs fully support IC and Audits. Proactively analyses gaps and implements Corrective measures in advance, and subsequently closes completeness following ICs/ audit
- Oversees the filing and archiving function for the Finance Unit, ensuring PuR filing structure compliance and completeness, improvements in systems that monitor digital and physical file locations, digitation, sustainability, and optimal space utilization;

- Utilises the outcomes of the finance engagements (such as consultation hours, Teams channels, and workshops) to improve KPIs, processes, and turn-around times
- Ensures the Signatory Policy/ Schedule of Authority is always up to date
- Adopt a customer-orientation and solution-mindset in challenging and complex scenarios with CO Units and Project Structures
- Participates in internal and external networking forums, representing the Finance Unit professionally
- Fosters positivity and good working relationships within the Unit, with other Units, projects, and HQ colleagues.
- Ensures Knowledge Management (KM) of all Finance Categories in the Unit through GIZ systems such as the Integrated Digital Applications (IDA) social intranet of GIZ and Document Management System (DMS) or proposing new KM systems in line with GIZ approved standards.
- Implements Records Management guidelines within the unit to facilitate Internal Control, Information Management, and KM
- Updating the Finance Unit IDA page immediately when internal and external changes occur, ensuring accuracy, relevance, and user-friendly nature of the information presented
- Considers and contributes towards the operationalization of management goals and ambitions, arising from Country Planning outcomes, and the GIZ Corporate Strategy
- Performs other duties and tasks at the request of the direct superior and of management
- Keen on self-development and growth, undertakes further job training related to his/her/their position and duties if required. If required specific training needs shall be identified and appropriate programmes will be selected jointly with the HoF and HoFA

### **C. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE**

#### **Qualification:**

- BCom in Account and Auditing, BA in Business Administration or similar area.

#### **Professional Experience:**

- At least 10 years professional experience in a comparable position
- Excellent knowledge of finance processes
- Familiarity with Digital Transformation is an added advantage

#### **Other Knowledge, Additional Competences**

- In-depth knowledge of accounting software

- Good working knowledge of ITC technologies and Finance relevant computer applications / software (e.g. MS 365, SAP, MS Teams)
- Finely tuned organizational skills, must be able to work independently, show initiative and communicate effectively
- Willingness to try something new in terms of digitalization
- In-depth understanding and experience with end-to-end, procure to pay processes.
- Ability to balance results and outcomes, with customer orientation
- Confidential handling of data and information
- Fluency in the English language, knowledge of German is an added advantage
- Proactive attitude towards personnel and institutional changes
- Passionate to work in an international context, proven intercultural communication competency and skills, professional and cooperative working style
- Experienced team player, exceptional communication, and interpersonal skills
- Passionate about working in an international context, proven intercultural communication competency and skills, professional and cooperative working style
- Understanding of leadership styles, prioritisation and time management techniques, and team dynamics.
- Result orientated performance
- Very good communication skills, ability to express oneself well both verbally and in writing, experience in using various media
- Ability to work under pressure, stress, and peak financing cycles
- Ability to manage upwards and proactively manage expectations
- Willingness to update skills as required by the tasks to be performed - corresponding measures are agreed with management
- Ability to make decisions within their remit, while keeping the HoU and HoFA informed.

#### **D. ADDITIONAL INFORMATION**

- This position is based in the GIZ South Africa / Lesotho / eSwatini Country Office in **Hatfield/ Pretoria**.
- At GIZ, you will be offered a 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 contract period for this position is Twenty-Four (24) Months.**

## **E. APPLICATION PROCESS**

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 Senior Finance Officer”** for the attention of Head of Human Resources.

Closing date for applications: **18<sup>th</sup> of March 2024**

**Only shortlisted candidates will be contacted.**

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