



## Vacancy Announcement #012/2022

### Finance Officer – GIZ Country Office

**Contract duration: Open**

**Application deadline: 07.02.2022**

**Duty station: Addis Ababa**

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German implementing organization which provides services worldwide in the field of international cooperation for sustainable development. We work to shape a future worth living in over 120 countries around the world.

The GIZ Office in Addis Ababa oversees projects in Ethiopia and Djibouti where GIZ works on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), the German Federal Ministry of Nutrition and Agriculture (BMEL) and other commissioning parties.

The finance department of GIZ Country office Addis Ababa ensures that all financial transactions for are executed and reported timely, correctly, and according to GIZ's rules and regulations. It is also responsible for insuring smooth fund flow from the GIZ country office to programs and projects. The department oversees handling the opening, closing and signatory adjustment of bank accounts. It also liaises with HQ and recipients of financial agreements concluded in Germany in terms of effecting installment payments, follow-up settlements and report to headquarter.

The Finance department seeks a qualified candidate for the position of Finance Officer.

### Responsibilities

- Ensuring accounting functions and systems are implemented according to GIZ & Internationally accepted procedures.
- Supports in the Internal coordination functions within the Finance Department.
- Effectively coordinating with the staff of the finance team

### Tasks

#### 1. Financial Service - Managing the daily Finance routines

- Receive payment requests, check the arithmetical accuracy of invoices prior to preparing payments
- If the Invoice is arithmetically correct and documents are complete, place the "Arithmetical Correctness" signature and date in the accounting stamp.
- Support payment vouchers with all relevant documents and references (Contracts, TIN Certificate, etc.,)
- Ensure Payment supporting documents are compiled in the most transparent and effective way.



- Prepare payment vouchers (for medical cost and housing allowance reimbursement) for the GIZ Country Office and submit them for signature.
- Analyze accounts on vouchers and ensure that correct cost codes and PNs are used
- Amalgamate the office VAT claims with Projects VAT claims, prepare a covering letter, and submit all GIZ claims together to MoR.
- Make sure an on-time settlement of payable items.
- Process monthly withholding tax payment either online or manually
- Provide tax information report on a monthly via MoR online system.

## 2. Internal control

- Complies with GIZ Process and Rules and the GIZ Ethiopia National Personnel Policy
- Supports in the provision of required vouchers during audits in the Country Office

## 3. General services

- Return office payment vouchers intact after using them for reference in the appropriate place in the Archive
- Ensure that payment vouchers in the archive are properly filed and kept

## 4. Other duties/additional tasks

- performs other duties and tasks, as assigned by the Team Leader, whenever necessary

## Requirements

- Master or University degree in accounting and finance, business administration, or related fields.
- A minimum of 5 years relevant occupational experience, work experience with an international company is preferable.
- Knowledge of English language both in speaking and writing, German language is preferable.
- Good working knowledge of ITC technologies (E-mail, internet, and computer applications such as MS Office)
- Strong interpersonal and service skills.
- Strong organization and time management skills



### Application procedure:

Interested and qualified candidates shall submit their motivation letter along with their non-returnable recent CV via [Ethiojobs](#) or Email: [hreth@giz.de](mailto:hreth@giz.de)

**Note:**

**Please make sure you mention the Vacancy Number “Finance Officer #012/2022” in the subject line of your email application.**

Due to large number of applications, we categorise applications with the vacancy numbers.

Applications without vacancy numbers in subject lines might not be categorized in the appropriate folder and could be disqualified.

*Only short-listed candidates will be contacted.*

*We encourage persons with disabilities to apply for the position. In case of equal qualification, persons with disabilities will be given preference.*

*Applications from qualified women are encouraged.*

*“Please refer to our [brochure](#) to learn more about GIZ’s attractive benefit package.”*

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