



## Vacancy Announcement #013/2022

### **Financial Management and Administration Specialist – Responsible Governance of Investments in Land Project**

**Contract duration: 31.03.2023**

**Application deadline: 10.02.2022**

**Duty station: Addis Ababa**

As an international cooperation enterprise for sustainable development with worldwide operations, the federally owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its development-policy objectives.

In Ethiopia, GIZ has been working for more than 40 years in bilateral cooperation on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) and on commission of the Ethiopian government and international donors.

GIZ Ethiopia is looking to recruit a Financial Management and Administration Specialist to support the Responsible Governance of Investments in Land (RGIL) Project.

The Financial Management and Administration Specialist will report to and be supervised by the Cluster Head of Finance.

### **Responsibilities**

- General office administration according to GIZ internal regulations;
- Up to date bookkeeping and monitoring of expenses;
- Implementation and monitoring of an overall smooth and correct functioning of the complete accounting system of the project in line with GIZ procedures and principle;
- Financial planning, monitoring and accounting;
- Monitor daily office operations and expenditures;
- Prepares and organizes internal team meetings and attends external meetings whenever necessary;
- Carry out the finance and administration work of the S2RAI/RGIL project;
- Manages Project procurement, logistic and provide support to staff;
- Carries out tasks according to GIZ regulations;
- Secures a smooth workflow providing all necessary work materials to team members;
- Effective coordination with colleagues at the country office, partner office and relevant officers in HQ;
- Ensures that the provided accounting services meets reporting deadlines;
- Effectively manages SAP for financial monitoring;
- Ensures the quality and appropriate filing of outgoing formal communication;



- Overseeing contracts incl. local Subsidies (LS), grant agreement (GA) and Finance Agreements (FA);
- Follow-up contract/procurement status with the GIZ Country Office and Headquarters

## Tasks

### 1. Financial tasks

- Carries out tasks according to GIZ regulations;
- Prepares financial reports regularly and upon request;
- Assists with creditor and debtor administration, including local subsidies and agreements with national appraisers;
- Prepares transfers and/or other bank documents and checks them before execution;
- Makes fund request in time;
- Ensures every transaction is recorded in the WINPACCS Cash/Bank books on daily bases;
- Conducts surprise cash count, manage monthly cash count and get approval from the supervisor;
- Makes bank payments;
- Responsible for bank withdrawals, direct deposits
- Checks cash book entries;
- Monitors income, expenditure and the monthly bank reconciliation;
- Monitors real accounts (payables, receivables) and reports regularly to the officer responsible for the contract and cooperation and the accounting manager.
- Ensures the smooth functioning of the accounting system in line with the GIZ standard procedures;
- Compiles and submit complete financial documents to GIZ Country Office under the guidance and supervision of the Finance Manager/ AV.
- Verifies correctness of vouchers, including supporting documents for payments and internal transaction vouchers;
- Compiles VAT documents and prepare claim summaries for GIZ Country Office and follow-up on the reimbursement;
- Ensures that all payment vouchers, invoices, receipts are validated and approved before forwarding it for payment and booking;
- Supervises the cashier/a officers in daily checking of payments against the cash/bank book entries;
- Ensures timely payment of utility bills and withholding tax payments by checking the correctness;
- Maintains proper fixed asset register, update inventory records and make annual physical count of the program;
- Ensures that financial files are labelled and filed according to GIZ's regulation;
- Manages all audits and internal controls



## 2. Administrative tasks

- Provides required documents for an auditor whenever internal control is conducted and assists on follow-up of auditor's findings;
- checks bank reconciliations monthly and cash account reconciliations between WINPACCS, cash book and actual physical cash count balances;
- Monitors the daily cash flow records of the program office and the regional office, the level of liquidity and bank balances;
- Arranges and follow-up bank transfers made to partner and stakeholders by following their project budgets and cash flow;
- Follows up and settles advances on financial agreements (FA), LSs, GAs and consultancy agreements and train partners on GIZ's requirement and expectation on settlement of LS and FAs
- Facilitation of workshop expenses, flight ticket booking, transport arrangements etc.;
- Corresponds with the partner regional offices for timely submission of financial documents;
- Deputizes the other admin/finance officer when she/he is on leave;
- Ensures that unused receipts and checks are kept in safe custody;
- Reports irregularities observed, if any, to the superior;
- Efficiently communicate and coordinates with the CO Finance and Event Team on travel matters;
- Assists with the transfer of funds to partners.
- Processes cost distribution among projects for commonly shared cost

## 3. General services

- Maneuvers effectively within GIZ intranet and uploads all relevant project documents within DMS;
- Supports new project staff in getting familiar with the project, logistic arrangements and organizes all onboarding events;
- Ensures that all equipment is maintained and documented properly;
- Monitors and supports the drivers in ensuring compliance with established policies and procedures of GIZ in the allocation and proper use of transport fleet;
- Ensures that the staff has access of the office equipment needed to support the business specifically a photocopier; printers; computers and fax machine;
- Ensures that the office equipment is managed and maintained as needed to provide required services

## 4. Other duties/additional tasks

- Photocopies and scans documents as needed;
- Reports without delay to the persons responsible for office administration and accounting on all problems in financial administration and compliance;



- Files administration and finance documents and keeping information confidentially;
- Performs other duties and tasks at the request of management

## Required qualifications, competencies, and experience

### Qualification and experience

- University degree in relevant field of specialization and qualification in accounting or business administration (equivalent of BA);
- At least 5 years' professional experience in a comparable position;
- Experience within GIZ is of advantage;
- Fluent command of the English and Amharic languages;
- Ability to cope with stress and to organize/prioritize workload under tight deadlines;
- Disciplined and punctual;
- Resilient and patient;
- Available for in-country duty travel to project sites;
- Experience with international organizations, government entities and NGOs are highly appreciated

### Other knowledge, additional competencies

- Good working knowledge of ICT (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office);
- In-depth understanding of financial planning and accounting;
- Experience of management and administration;
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management



### 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 “Financial Management and Administration Specialist #013/2022” 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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