VACANCY ANNOUNCEMENT

<table>
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<th>Reference Number</th>
<th>26/04/2020/FA/CO/Delhi</th>
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<td>Project</td>
<td>Country Office</td>
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<td>Position</td>
<td>Finance Assistant</td>
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<td>Band</td>
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<td>Location</td>
<td>New Delhi</td>
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How to Apply: Please send your application in GIZ application form [https://www.giz.de/en/worldwide/28418.html](https://www.giz.de/en/worldwide/28418.html) along with the following to hr-india@giz.de with the reference number in subject line.

- a statement of suitability for this position.
- expected salary and notice period
- 2 pager note on any of the topic given below

About GIZ India click on: [https://www.giz.de/en/worldwide/368.html](https://www.giz.de/en/worldwide/368.html)

Project Background

GIZ India is currently looking for a Finance Assistant for its Country Office in New Delhi.

A. Responsibility

- management of records & documents
- assisting with filing documents in reference files or DMS/One drive in line with GIZ’s filing rules
- perform general services

B. Tasks

1. General Services

- photocopies and scans documents as needed
- responsible for filing financial documents, labels files in accordance with GIZ filing rules and treating information confidentially
- organizes and compiles information materials
- assists in voucher/verification /calculation as per requirements
- completes forms and tables in accordance with specific instructions
- runs errands, e.g. paying invoices, delivering and collecting documents

C. Required qualifications, competences and experience

Qualifications & Professional experience

- Bachelor’s degree, Commerce Graduates or those having a diploma in Commerce or accountancy will be given preference
- Minimum 1-3 years of experience in similar or equivalent positions;

Other knowledge, additional competences

- Strong knowledge and experience of Records Management (both electronic and physical Filing systems), handling and efficiently managing large volume of documents
- Basic Knowledge of Journal entries, Voucher, Reconciliations and taxation (TDS and GST) will be an added advantage
- Working experience with EU Delegation and GIZ is an asset;
• Knowledge of GIZ finance systems such as WINPACCS and Cost Control is an asset;
• Proficiency in all MS-Office applications particularly MS-Excel, internet

**Duration of the contract:** One year with possibility of extension

**Location:** New Delhi

**Last date of receiving applications:** 22 April 2020

*Application without GIZ application form will not be considered.*

• Only shortlisted candidates will be contacted.
• GIZ supports Work-Life Balance.
• GIZ promotes Gender Diversity – Applications from women professionals are encouraged.

*Disclaimer:* As per GIZ’s data confidentiality policy, candidate’s application is stored in our database for 6 (six) months and is deleted thereafter.