

<b>Salary Band 4A</b>	<b>Finance Officer</b>
Reports to:	Head of Finance
Deputy:	Other Finance Officers

## 1. BACKGROUND

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is a state-owned organisation. We work worldwide in the field of international cooperation for sustainable development. We offer the experience, the regional and technical know-how of GIZ in the global market and provide international clients with expertise in terms of economic and result-oriented services.

The GIZ **South Africa, Lesotho and eSwatini Country Office** in Pretoria is looking to fill the positions of “**Finance Officers**”.

## A. RESPONSIBILITIES

The **Finance Officer** is responsible for:

- Ensuring that financial administration functions are well in accordance with GIZ standard procedures;
- Effectively coordinating with the staff of the finance team or the Commercial Affairs Department at GIZ Head Office;
- Performing tasks independently in compliance with GIZ's Processes and Rules (P+R);
- Financial planning, monitoring and accounting for GIZ-assisted projects;
- Giving advice to the projects, business partner and counterparts;
- Contributing to the development and implementation of department processes.

**The Finance Officer performs the following tasks:**

## B. TASKS

### **Financial services (main responsibility)**

The Finance Officer

- Monitors income, expenditure and the monthly bank reconciliation
- Manages the processing of letters of credit

- Loads all payments onto the online banking system and manages the petty cash through eWallets
- Reconciles monthly creditors accounts
- Manages the invoicing of debtors
- Monitors real accounts (payables, receivables) and reports regularly to the officer responsible for the contract and cooperation and the Head of Finance
- Prepares the SARS working papers for all VAT claims for submission to SARS via E-Filing, monitors the VAT refunds, prepares the booking vouchers and attends to the re-submission of rejected VAT claims

## **2. Bookkeeping and general services for GIZ-assisted projects/programmes**

The Finance Officer

- 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 officer responsible for the contract and cooperation 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
- Assists with the transfer of funds to projects

## **3. Internal Control**

The 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 internal controls - both checklist A and monthly error sheets as yearly internal controls of projects - in accordance with GIZs internal controlling manual

## **4. Travel claim calculation**

The Finance Officer

- Calculates national and international travel claims
- Calculates travel advances
- Processes settlement of applications for the reimbursement of travel expenses

- Monitors the international duty trip lists and forwards them to GIZ Head Office
- Follows up on outstanding travel advances

## 5. Invoice checking

The Finance Officer

- Checks all invoices for Services, Consultant and Logistics Contracts, Procurement of Goods
- Checks all accountability for Financing Agreements and Local Subsidies
- Is responsible for the material correctness of each invoice according to the relevant contract file
- Is responsible for the maintenance of the SAP data relating to Invoice Check in CoSoft
- Obtains the confirmation of performance from the relevant officer responsible for the contract and cooperation

## 6. Other duties / additional tasks

The Finance Officer

- Reports all problems with financial administration and compliance without delay
- Is responsible for regular filing in accordance with GIZ rules
- Performs other duties and tasks at the request of management

## C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES

### Qualifications:

- University degree in relevant specialisation (Accounting and Auditing) and qualification in Business Administration desirable (equivalent of BA or MBA).

### Professional experience

- Qualification should be enhanced by at least 5 years or more relevant working experience in comparable position.

### Other knowledge, additional competences

- An In-depth knowledge of accounting software;
- Good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications. (e.g. MS Office);
- Willingness to try something new in terms of digitalization;
- Confidential handling of data and information;
- Very good knowledge on the English language, ideally a knowledge of German;

- Proactive attitude towards personnel and institutional changes;
- Team player;
- Intercultural skills;
- Result orientated performance;
- Good communication and writing skills;
- Willingness to update skills as required by the tasks to be performed - corresponding measures are agreed with management.

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

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

#### **E. APPLICATION PROCESS**

**GIZ will only assess applications which meet the following criteria:**

Suitable candidates should apply by submitting a

- **Motivation Letter (concisely 1 page)** clearly stating your motivation for applying for this role/ position and as well **as salary range expectation.**
- **A detailed CV.**
- Proof of eligibility to work in South Africa (copy of SA ID).

The application should be submitted to: [recruit-pretoria@giz.de](mailto:recruit-pretoria@giz.de), with the following email subject line "**Finance Officer**" for the attention of Head of Human Resource.

Closing date for applications: **26<sup>th</sup> of March 2024.**

**Only applicants shortlisted for interview will be contacted.**

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