

Salary Band 5	Head of Finance
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 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 **Hatfield**, Pretoria is looking to fill the position of “**Head of Finance**”.

A. RESPONSIBILITIES

The **Head of Finance** is responsible for:

- Managing the Finance Unit within the GIZ Country Office in Pretoria to ensure efficient services to all GIZ Projects, Programs and Clusters, Head Office and other GIZ Country Offices.
- **GIZ South Africa, Lesotho and eSwatini**’s finance function including day-to-day operations as well as strategic direction and the continuous and measurable improvement of the unit’s service and quality compliance.
- Efficiently and effectively dealing with queries about issues in his / her / their section
- Performing tasks in compliance with GIZ’s Procedures and Rules (PuR).
- Correctly providing services within the team in accordance with GIZ’s requirements.
- Ensuring that financial administration functions well in accordance with GIZ standard processes and procedures.
- Financial planning, monitoring, and accounting for GIZ Office and GIZ projects, programs, and clusters.
- Monitoring of all GIZ bank accounts, fund drawings and allocations
- Effectively coordinating with the staff of the finance team and the Commercial Affairs Department at GIZ Head Office.

The **Head of Finance** also performs the following tasks:

B. TASKS

1. DIALOGUE WITH MANAGEMENT

The **Head of Finance**:

- Advises his / her / their peers (other Unit Heads and senior Finance Managers), superior (Head of Finance and Administration), the Country Director, the Senior Management Team (SMT) and Program Management on questions relating to the thematic area and on issues that are relevant to different groups.

2. MANAGEMENT RESPONSIBILITY

The **Head of Finance**:

- Is responsible for the business areas, orders and measures assigned within the section and for managing all staff who report to him / her / their (management responsibility for staff in bands 1-4)
- Manages staff in accordance with sound management principles and guidelines, also in line with GIZ's cooperation and leadership principles, to promote a sense of corporate identity, enables employees to carry out tasks independently and create scope for creativity and innovation.
- Is responsible for recruiting, selecting, grading, planning the assignment of the professional development of staff members who report to him / her / them.
- Is also responsible for monitoring, managing staff and ensuring that they provide cost-effective services to internal and external business partners.
- Carries out the annual staff assessment and development talk for staff members who report to him / her / them.
- Establishes, communicates, and implements long-term goals for the department in order to promote effectiveness and efficiency.
- Leads the implementation and development of finance policies.
- Develops, communicates, and administers team performance, development plans and appraisals.

3. CONTENT RELATED TASKS:

Financial Services

The **Head of Finance**:

- Monitors income, expenditure, journal closures and the monthly bank reconciliations.
- Manages the processing of letters of credit and the allocation of funds.
- Monitors internal unit processes and scales them up whenever needed.

- Monitors real accounts (payables, receivables) and reports regularly to the head of finance and administration and the country director.
- Coordinates travel claims and advance payments.
- Coordinates the financial processing of contracts, procurements and logistics / events related payments.

Internal Control

The Head of Finance:

- Coordinates and ensures quality of checking of vouchers and receipts submitted by the projects/programmes for completeness and allocation to cost units and categories.
- Advises on financial aspects of projects.
- Coordinates internal controls in accordance with GIZ's internal controlling manual.

General Services for GIZ

The Head of Finance:

- Prepares monthly and annual budgets and monitors deviations.
- Carries out accounting tasks using winpaccs accounting software and prepares monthly end-of-period accounts and bank reconciliation vouchers.
- Coordinates submission of the end-of-month accounts from the project and office accounting, cash books and account balance vouchers (through or from winpaccs).
- Routinely monitors co-funding specifics / budget coding from giz onsite reporting / komp in accordance with project requirements.
- Prepares monthly / quarterly / annually analyses of expenditure compared to total project budget (budget monitoring).
- Checks and advises on signatory policies for different structures.

Payroll, Taxes, and Social Security

The Head of Finance:

- Coordinates monthly booking of salaries, social security, pension, tax payments.
- Supports with questions on tax payments, social security payments, clearance, etc. (report provided by the payroll software by the HR Unit).

Other Tasks/ Duties**The Head of Finance:**

- Ensures internal and external networking between different groups and thinks and acts outside the boundaries of the immediate team.
- Designs group and working procedures in line with objectives, requirements, and the client's needs.
- Further develops themes and instruments in his / her / their working area and incorporates these into the overall context.
- Makes available expertise in the context of knowledge management and advises external parties on issues from the manager's area of responsibility.
- Networks with other units and takes into account management goals and requirements in providing services.
- Formulates solutions for complex issues and fundamental issues relating to the section.
- Reports all problems with financial administration and compliance without delay.
- Is responsible for a compliant filing structure within the unit in accordance with GIZ rules.
- Prepares for audits and internal controls and ensures that all unit related documentation is available, including completion reports.
- Deputizes for other unit heads and the Head of Finance and Administration during their absences.
- Performs other duties and tasks at the request of management.
- Ensure data protection within his / her / their area of responsibility.
- 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 Head of Finance and Administration and the Head of HR.

C. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE**Qualification:**

- A MSc/MBA/Master's Degree in Finance, Business Administration, Accounting, Law, Economics, Or similar area.

Professional Experience:

- At least 10 years' professional experience in a comparable position with management experience with at least 5 years of supervisory experience.

- Results-oriented, metrics-driven leader with experience in finance and accounting, international development cooperation, digital transformation, and compliance.

Other Knowledge, Additional Competences

- Strong communication skills.
- Outstanding team building and leadership skills.
- Excellent management skills.
- Very good knowledge of the English and German language.
- Very good negotiation skills.
- Finely tuned organisational skills and ability to work on one's own initiative at the conceptual level.
- In-depth understanding of financial planning and accounting.
- Very good working knowledge of ICT technologies (related software, phone, email, the internet) and computer applications (e.g., Ms office).
- Confidential handling of data and information.
- Result orientated performance.
- Broad diversity, inclusion, and intercultural skills.
- Willingness to scale up 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 currently based 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 with subject line **“Application for Head of Finance”** for the attention of Head of Human Resources.

Closing date for applications: **25th of October 2023**

Only shortlisted candidates will be contacted.

Applications without a motivation letter will not be considered!