VACANCY ANNOUNCEMENT

Reference #	097/11/2025/AA/CO/New Delhi
Project	Country Office Finance Team
Position	Accounting Assistant (Travel & Expense Processor) - 2 positions
Band	Band 2
Location	New Delhi

To apply click on the link: https://www.giz-jobs.com/india/

Documents to be submitted:
- CV and a statement of suitability for this position
- A maximum of 2 pages note on one of the topics given below:

➢ Advantages of processing travel expense reimbursements through SAP concur over manual processing
   Or
➢ How can AI be used in streamlining travel expense reimbursements.

Last Date of Application: 14ᵗʰ December 2025

A. About GIZ India
For details, click on: https://www.giz.de/en/worldwide/368.html

B. Project Background

GIZ India is currently looking for **Accounting Assistant (Travel & Expense Processor)** for Country Office Team in New Delhi. The Finance Team is part of GIZ Finance, HR and Administration Department in the GIZ Country Office, responsible for centralised payments and accounting operations.

C. Responsibilities

The Accounting Assistant is responsible for:
- Processing Travel Claim as per the GIZ Travel Guidelines within timelines and processes.
- Assisting in Reconciliations.
- Preparation /Updating Reports and Trackers.

D. Core Scope of Tasks

- Processing and reviewing employee travel requests, bookings, and expense reports for accuracy and compliance with corporate travel and expense policies.
- Conducting first-level compliance checks such as verifying receipts, approvals, policy compliance, and tax/VAT rules.
- Coordinating with employees, approvers, travel desk, SU and other stakeholders to resolve discrepancies, missing documentation, and policy violations.
- Processing travel advances.
- Posting and reconciling travel and expense data in the finance system to support month-end closing and financial reporting.
- Supporting internal and external audits by providing required documentation and evidence of controls.

- Participating in continuous process improvement initiatives for travel and expense management to enhance compliance, efficiency, and employee experience.
- Payment Preparation -bank uploads and Issuing Cheques.
- Regular updation of trackers.
- Assisting in research and clearance of open reconciliation items.

Other duties/additional tasks

- Handling of documents and treating information confidentially.
- Performs other duties and tasks at the request of management.

E. **Required Qualifications, Experience and Competencies**

- Bachelor's degree in commerce, Finance, Accounting
- 2–5 years of experience in Finance operations, Accounts Payable, or Shared Services; specific exposure to Travel & Expense processing preferred.
- Hands-on experience with SAP Concur (Travel and/or Expense modules);
- Working knowledge of basic accounting (debits/credits, GL, cost centers, taxes/VAT/GST concepts).
- Proficiency in all MS-Office applications particularly MS-Excel, OneDrive & MS Teams.
- Strong attention to detail, numerical accuracy, and ability to work with volume-driven, deadline-based processes.
- Good communication skills to deal with employees and approvers across levels and geographies.
- Proficiency in Excel and comfort with reporting and data analysis.
- Willingness to upgrade skill as required by the tasks to be performed.
- Experience in a multinational, shared services, or centralized finance operations environment.
- Process mindset with interest in automation, standardization, and policy improvement.

F. **Location:** New Delhi

G. **Duration of the contract**: 1 year (extendable)

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.
- Please note that those individuals who have completed a consultancy assignment with GIZ in less than 6 months prior to the intended start date for this position will not be shortlisted due to organisational policy.

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