

VACANCY ANNOUNCEMENT

Reference #	098/11/2025/FS/CO/New Delhi
Project	Country Office Finance Team
Position	Finance Specialist (Travel & Expense)
Band	Band 4
Location	New Delhi
<p>To apply click on the link: https://www.giz-jobs.com/india/</p> <p>Documents to be submitted:</p> <ul style="list-style-type: none"> • CV and a statement of suitability for this position • A maximum of 2 pages note on one of the topics given below: <ul style="list-style-type: none"> ➤ What challenges have you faced in processing travel expense reimbursements? Or ➤ How can AI be used in streamlining travel expense reimbursements? <p>Last Date of Application: 14th December 2025</p>	

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 Finance Specialist 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 Finance Specialist is responsible for:

- Processing Travel Claim as per the GIZ Travel Guidelines within timelines and processes.
- Assisting in monitoring the process and ensuring the KPI's are met.
- Facilitating learning through exchange sessions with stakeholders.
- Preparation /Updating Reports and Trackers.

D. Core Scope of Tasks

The Finance Specialist is responsible for:

- Processing Travel Claim as per the GIZ Travel Guidelines within timelines and processes.
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- Facilitating learning through exchange sessions with stakeholders.
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E. 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.

- Independently investigate and resolve complex travel and expense processing issues in travel expense processing including SAP Concur, including policy exceptions, system errors, and reconciliation discrepancies.
- Serve as the key point of contact for escalations providing guidance and training to junior team members to enhance their capability and performance.
- Review high-risk or escalated travel and expense reports to ensure compliance with corporate policies and accounting standards.
- Collaborate with cross-functional teams including Finance, HR, Travel Desk, and SPOC to improve SAP Concur configurations, workflows, and reporting.
- Monitor transactions, travel advances, and expense accruals, ensuring timely and accurate financial postings and reconciliations.
- Lead process improvement initiatives, automation efforts, and adoption of best practices to optimize the end-to-end travel and expense lifecycle.
- Prepare and present analytics and KPI reports on travel and expense trends, compliance, and financial impact to management.
- Support internal and external audits with required documentation, process explanations, and control assessments.
- Stay updated on SAP Concur enhancements, financial regulations, and travel compliance requirements and share knowledge with the team.
- Coordinating with employees, approvers, travel desk, SU and other stakeholders to resolve discrepancies, missing documentation, and policy violations.
- Leading the research and clearance of open reconciliation items.

Other duties/additional tasks

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

F. Required Qualifications, Experience and Competencies

- Bachelor's degree in commerce/finance/ accounting and a profession qualification (CA Inter / CMA Inter).
- 5-8 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).
- Demonstrated ability to independently resolve complex issues under tight deadlines.
- Proven experience mentoring and supporting junior team members in finance or SAP Concur roles.
- Strong understanding of travel and expense policies, compliance standards, GL, cost centers, taxes/VAT/GST concepts and accounting principles.
- Excellent problem-solving, communication, and interpersonal skills.
- 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.
- Ability to collaborate effectively with multiple stakeholders and manage priorities.
- 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.

G. Location: New Delhi

H. 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.