

## VACANCY ANNOUNCEMENT

<b>Reference #</b>	<b>033/03/2026/FM/PFT/New Delhi</b>
<b>Project</b>	<b>Project Finance Team – Service Unit</b>
<b>Position</b>	<b>Finance Manager</b>
<b>Band</b>	<b>4</b>
<b>Location</b>	<b>New Delhi</b>
<p><b>To apply click on the link:</b> <a href="https://www.giz-jobs.com/india/">https://www.giz-jobs.com/india/</a></p> <p><b>Documents to be submitted:</b></p> <ul style="list-style-type: none"> <li>• CV and a statement of suitability for this position</li> <li>• A maximum of 2 pages note on any one of the topics given below: <ul style="list-style-type: none"> <li>➤ Tell us about your experience in explaining financial details and dealing with time pressure to budget holders with a non-financial background.</li> <li>Or</li> <li>➤ Where do you see differences in financial accounting for private and public sectors and what do you regard as main challenges?</li> </ul> </li> </ul> <p><b>Last Date of Application: 20<sup>th</sup> May 2026</b></p>	

### **A. About GIZ India**

For details, click on: <https://www.giz.de/en/worldwide/368.html>

### **B. Project Background**

GIZ Country Office Delhi is the central element of GIZ's field structure in India. It ensures consistent representation of the company and its successful positioning as a service provider for Indo-German Development Cooperation. The GIZ Country Office India provides human resources and administrative support services for technical cooperation programs and projects in India.

As outlined in our vision, we work to shape a future worth living around the world. To achieve this vision, Indo-German bilateral cooperation has been ongoing for over 60 years and currently works in the thematic areas of energy, environment and climate, urban development, skill development and several related areas. GIZ is implementing more than 50 projects on behalf of German Government clients with more than 20 Government of India Ministries and State Governments. The organization of all projects is currently structured in four thematic clusters.

Our internal Project Finance Team (PFT) is based in New Delhi and supports all project directors and cluster coordinators in their daily requests, monthly reporting and various forecasts. We also offer advisory support for various service contracts with external consultants and grants to Indian and international NGOs. Currently we work with SAP R3 and will migrate to SAP S4-Hana from 2026 onwards.

### **C. Responsibilities**

- Provides timely, accurate and qualitative financial data and advice to the Program Director/Cluster Coordinator as well as other program staff for planning and decision making.
- Ensures that financial administration functions well in compliance with GIZ standard procedures (P+R) and to some extent also considering German taxation and tender laws for public funds.

- Financial advisory support grants to Indian and international NGO (and to a smaller extent also service contracts with external consultants).
- Support other issues such as internal & external audits, coordination with GIZ country office/headquarters etc.
- Support financial and output reporting and regular monitoring of cofounding projects of third-party donors in India (e.g. EU, GCF, DEZA etc.) Assist in internal audits or donor reviews by collecting relevant documentation and evidence.

#### **D. Core scope of tasks:**

##### **Advisory Services**

- Advises and supports the AV / Cluster Coordinator, administrative and technical staff in all matters of financial planning and monitoring of the project/program activities.
- Ensure regular and systematic communication for financial matters with the project/program staff.
- Ensures that financial management functions are well in accordance with GIZ' standards, Processes and Rules (P+R) and to some extent also considering German taxation and tender laws for public funds.
- Addresses all queries in a timely manner from the program and guides on procedures.
- Provide financial advisory services to the AV/DVs, Project Admins and technical experts related to grants management and service contracts.
- Provides advice, support and capacity building inputs to technical, admin staff of GIZ as well as relevant staff of grantee organizations to ensure compliance with the terms and requirements for implementing financing (grant) agreements.
- (optional) support financial and output reporting and regular monitoring of cofounding projects of third-party donors in India (e.g. EU, BMFG, GCF, DEZA etc).
- Financial support for potential internal and external audits (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> level audits).

##### **Financial Management**

- Supports in preparing initial calculations for new program and change offers of ongoing program, such as calculations, work orders and development of private sector partnerships.
- Draws up financial prognosis for all programs and document the logic.
- Monitors and updates program annual expenditures, monthly cash flows using the expenditure planning tools in Excel and SAP S4-Hana.
- Cost and Commission Value Monitoring throughout the program life cycle, using the various GIZ and S4-Hana tools.
- Ensures accurate reporting of vouchers according to cost and outputs of activities, in line with the program's budgeting.
- Coordinates, monitors and updates the monthly data with technical and administrative focal points regularly and supports the program's financial operations plan in line with the activities plan.
- Prepares the periodic financial reports (quarterly, bi-annual and annual) for respective commissioners (BMZ, BMUV, BMWE, etc) / co-financers (EU, BMFG, etc.), using the GIZ / co-financer's financial reporting templates, as applicable.
- Monitors consultancy / procurement / service contracts as well as financing and grant agreements with respect to obligations / receivable management, forecasts, financial statements, payments and cash flows.
- Ensures completeness of the program handover documents for change of responsibilities.
- Organizes the financial closures of program (incl. transfer of assets and checking data upload).
- Supports AV/DVs in the finalization of commercial and legal eligibility checks on potential recipients (KEP) required for financing contracts.

- Coordinates with GIZ Head Office on accounting related matters for international contracts and financing (grant) agreements.

#### **Quality Assurance/ Compliance**

- Continuously checks and ensures that Financial Management complies with GIZ' standards, Orientation and Rules (P+R) and to some extent also considering German taxation and tender laws for public funds.
- Reviews and checks the correctness of monthly third-party receivables (TPR), liabilities, cost / income reports, time sheets, rentals, etc.
- Initiates necessary re-bookings to ensure quality check.
- Supports program before, during and after internal and external financial audits, including co-financing.

#### **Other duties/additional tasks:**

- Provide necessary information to the Head of Controlling for various financial deadlines.
- Liaise with the Country Office, HQ and projects on financial matters.
- Liaise with Financial Advisory Services Department in HQ.
- Build capacity and supports program staff on management of S4-Hana Operations.

#### **D. Required Qualifications, Experience and Competencies**

- 5 years of professional working experience in a similar position.
- Experience in working with bi- and multilateral donors will be an added advantage.
- University degree in relevant specialisation (finance, business, accounting, etc)
- Qualification in business administration (MBA) in finance is desirable.
- Digital literacy in IT tools and ERP software (SAP, S4).

**E. Location:** New Delhi

**F. Duration of the contract:** 2-years (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.*