

Salary Band 4 – Professional 4A	Finance Specialist (Financial Processing on Invoices and Business Partner Registration)
Reports to:	Senior Head of Finance & Administration
Deputy:	Other Finance Specialists

BACKGROUND

The **Deutsche Gesellschaft für International Zusammenarbeit (GIZ) GmbH** is a service provider in the field of international cooperation for sustainable development and international education work, dedicated to shaping a future worth living around the world. We do so through projects in the thematic areas of economic development and employment promotion, energy and the environment, and peace and security. GIZ operates in approximately 120 countries worldwide, delivering business volume of approximately 4billion €.

The Country Office (CO) is in Hatfield, Pretoria and is instrumental to our work across South Africa, Lesotho, and Eswatini.

We seek a Financial Specialist with a focus on the financial processing of incoming invoices and documentations for contracts, procurement of goods and services, and logistics and events as well as Business Partner registration management.

A. RESPONSIBILITIES

The **Finance Specialist** is responsible for:

Commercial Auditing

- 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
- Intermediary to Business Partners and GIZ regarding their financial contract implementation.
- Providing effective services to all GIZ clusters, projects, Units, HQ, other GIZ CO, business partners and counterparts
- Performing tasks independently in compliance with GIZ's Processes and Rules
- Financial planning, monitoring and accounting
- Advisory services to the projects, business partner and counterparts
- Proactively providing effective services to all internal and external stakeholders regarding GIZ rules and regulations,
- Contributing to the development and implementation of department processes

Business Partner Registration:

- Key responsibilities are Master Data Registration: register and maintain SAP business partner (BP) master records, ensuring accuracy in bank details, tax information, and payment terms
- Ensures appropriate business partner screening to protect GIZ against financial and reputational damage as well as (criminal) legal violations. The term "business partner" refers to e.g. contractor, consultant, supplier, recipient of funding, employee and / or financial service provider.
- Checks integrity, compliance, economic and professional suitability of the business partners
- Ensures that data is accurate and up to date to prevent errors in payments and compliance risks up to and including residual value calculations.
- Verifies vendor compliance with tax regulations (e.g. VAT) and internal policies before transactions are processed
- In consultation with your team colleagues and line manager, you coordinate all issues within our area of work and ensure that they are dealt with promptly and competently.
- You resolve problems that arise in your areas of responsibility based on existing rules and draw attention to more complex challenges.
- You are involved in ongoing process development within your remit, are responsible for knowledge management and preparation of documentation.
- Identifying relevant administration issues and formulating implementation-oriented solutions
- Further developing templated and instruments that introduce innovation and change
- Managing knowledge by documenting and disseminating know-how and learnings
- The Finance Specialist fully deputizes for the Finance Specialists in the invoice check and business partner registration section.

The Finance Specialist performs the following tasks:

B. TASKS

1. Financial processing and Business partner registration (main responsibility)

The Finance Specialist

- Ensures the financial checks and processing of all invoices for Services, Consultant and Logistics Contracts, Procurement of Goods
- Check all accountability and vouchers submitted for Grant Agreements (GA), Financing Agreements (FA) and Local Contribution Contracts (LCC)
- Is responsible for the material correctness of each invoice according to the relevant contract, procurement, events, ticket, travel file
- Responsible for ensuring all documents required to support invoice payments are provided
- Prepares proper reconciliation of the invoices according to the contract and ensures prepayments are linked and settled
- Ensures maintenance of the SAP data relating to invoice check in the SAP systems
- Obtains the confirmation of performance from the relevant officer responsible for the contract and cooperation, and the approval for payment as per the internal signatory policy, if not directly provided in the SAP system
- Ensures correct VAT charges
- Ensures complete financial contract files and uploads
- Is responsible for the invoice-check registration and booking confirmation in SAP.
- Master Data Registration of Business Partners.
- Maintaining vendor master data and business partner records

- Conducting business partner verification
- Sending out invitations for registration
- Creating business partners for contractors

2. Other Duties / General Tasks

The Finance Specialist

- Reports on all problems with financial administration and compliance without delay
- Performs other duties and tasks at the request of management
- Is open to job rotation of tasks and responsibilities within the Finance Unit
- Develops Processes in line with Organizational Development priorities, improving processes, supporting checklists and templates compliant with GIZ rules and regulations.
- Champions digital transformation and the implementation of new systems/ tools
- Ensures professional and proactive communication with all stakeholders
- Coordinates and conducts training sessions on behalf of the Unit
- Contributes towards accurate and timely quarterly KPI Reporting
- Utilizes Risk Management approaches to ensure Business Continuity Planning
- Prepares in advance for scheduled Country Office Internal Controls and Audits
- Deputizes the other Financial Specialists
- Perform other duties and tasks at the request of the Senior Finance & Administration Manager, the Head of Finance, or their designee.

C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES

Qualifications:

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

3. Professional Experience

- Qualifications should be enhanced by at least 5 years or more relevant working experience in comparable positions, particularly invoice management and audit.
- Experience with an international donor agency
- An In-depth knowledge of debtor and creditor accounting; and working with accounting software

D. OTHER KNOWLEDGE, ADDITIONAL COMPETENCES

- Advanced and working knowledge of ICT tools and ERP systems knowledge
- Willingness to try something new in terms of digitalization.
- Ability to deliver on time and to respect deadlines
- Time, prioritization, and workflow management capabilities

- Confidential handling of data and information
- Very good communication and writing skills
- Very good knowledge on the English language, ideally a knowledge of German.
- Knowledge of GIZ Accounting and Finance processes and rules is an advantage.
- Proactive attitude towards personnel and institutional changes.
- Team player.
- Great intercultural skills, loves to work in a diverse team
- Result orientated, innovative and individual performance.
- Willingness to update skills as required by the tasks to be performed and implementing corresponding measures are agreed with management.

E. ADDITIONAL INFORMATION

- This position is based the GIZ South Africa/Lesotho/eSwatini Country Office in Pretoria, Hatfield.
- At GIZ, you will be offered global network and an atmosphere that is characterized 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 disabilities. Applications from persons with disabilities are most welcome.

F. APPLICATION PROCESS

Suitable candidates should apply by submitting a **motivation letter (max. 2 pages)** detailing why they should be the preferred candidate. This should be accompanied by a **detailed CV indicating their nationality**.

Internal Applicants ONLY should submit application to: recruit-pretoria@giz.de with the email subject line “**Application for Finance Specialist**”, for the attention of Head of Human Resources. Applications from external applicants submitted to recruit-pretoria@giz.de **will not be considered**.

External Applicants must submit their applications by following this link:
<https://giz.simplify.hr/vacancy/mgsjki>

We expressly welcome applications from women and historically marginalized groups.

Closing date for applications: **10th July 2026**.

Only shortlisted candidates will be contacted.