Job Description

Finance Manager (Band 4)
Service Unit

<u>Main Role:</u>
The Finance Manager provides financial and commercial project administration support to assigned projects within the portfolio, without supervisory responsibility.

The Finance Manager, as part of the Service Unit, contributes to the effective and efficient financial management of assigned projects in the Philippines by providing support in financial planning, monitoring, compliance, and project implementation.

For the assigned projects, the Finance Manager serves as the **finance focal point** and works closely with the respective project teams and Project Heads to provide timely and coordinated financial and commercial support. The role involves providing technical guidance on financial and commercial matters within the scope of the position.

<u>Reporting Relationship:</u>
The Finance Manager is based in Makati City and reports directly to the Service Unit Team Lead.

While the formal reporting line is to the Service Unit Team Lead, the Finance Manager works closely with the assigned project teams and Project Heads on a day-to-day basis. The Finance Manager is responsible for coordinating financial and commercial matters for the assigned projects and providing the necessary technical guidance and support.

In carrying out his/her role, the Finance Manager performs the following major functions/duties:

<u>Main Duties:</u>
Finance:

1. Financial control of the projects, including financial and contract monitoring, budget monitoring, financial forecasting, annual expenditure budget tracking, and management of outgoing funds.
2. Financial management of co-financing arrangements (e.g. cost allocation, financial reporting, income) from different donors (e.g. European Union, Green Climate Fund etc.).
3. Provide guidance and clarification on applicable commercial rules, standards, guidelines, and financial procedures to ensure compliance .
4. Support the preparation and updating of financial specifications and input requirements for commission offers, including follow-on phases and project amendments.
5. Manage accounts receivables and payables and coordinating with the responsible GIZ units.

6. Meeting accounting deadlines while considering country-specific requirements.
7. Act as the primary finance focal point for project partners on commercial matters and the financial management of financing contracts (e.g. grant agreements to third-parties).
8. Assist in optimizing financial processes to strengthen internal controls and mitigate financial and currency-related risks.

Contracts and grant agreements:

1. Support the planning, preparation, administration, and reporting of service contracts and grant agreements with partners, in close coordination with the relevant GIZ units.
2. Provide support and guidance to grantees, including through training, on the preparation and implementation of grant agreements and on compliance with applicable GIZ requirements and procedures.
3. Facilitate and coordinate processes involving external auditors and grantees, including the provision and consolidation of relevant documentation and information as required.

Audits:

1. Preparation of documentation and files for financial internal and external audits of GIZ
2. Support the Project Heads in addressing and resolving individual audit findings, including the preparation of corrective actions and related reporting.
3. Coordinate and prepare for donor audits in accordance with the respective donor requirements, guidelines, and procedures.
4. Initiate and coordinate regular external audits of grant recipients.

Management and Compliance:

1. Ensure effective use and application of GIZ IT systems and financial management tools.
2. Monitor and ensure that funds are eligible and properly settled with the commissioning parties and co-financing donors .
3. Identify, assess, and support mitigation of commercial and financial risks within projects.
4. Support the implementation of GIZ compliance, integrity, and risk management and internal control requirements within the Service Unit.

Networking and Coordination:

1. Maintain regular coordination and exchange with finance and administrative colleagues at local, regional, and headquarters levels.
2. Participate in technical exchanges, trainings, and temporary assignments within field structures as required.

Additional Responsibilities:

1. Support the Project Head in commission management and overall financial oversight of projects, including reporting to donors and commissioning parties.

2. Support the Project Head in implementing co-financing and third-party funding agreements (in compliance with GIZ Rules and commissioning party/donor requirements)
3. Involvement in planning, implementing, steering and monitoring the annual objectives at project level.
4. Perform other finance and administrative tasks as assigned in support of Service Unit operations.

Competency Requirements

- Excellent oral and written communication skills in English; proven skills in German are an advantage.
- Strong interpersonal and intercultural communication skills, with the ability to advise stakeholders effectively and demonstrate empathy.
- Strong analytical, numerical, and problem-solving skills.
- Sound commercial awareness with a process-oriented and results-driven mindset.
- Strong organizational, planning, and time management skills, with the ability to prioritize multiple tasks effectively.
- Demonstrated decision-making, negotiation, and conflict resolution skills.
- Structured, proactive, and assertive working style, with a high degree of initiative.
- High level of integrity, professionalism, and accountability.
- Demonstrated strong team spirit.
- Willingness to undertake domestic and international travel as required.

Professional Qualifications

- University degree in Business Administration, Management, Finance, Accounting, or a related field.
- At least five (5) years of professional experience in finance and administration, preferably within an international non-profit or development organization. Experience with German funded projects or donors like the European Union, DFAT, Green Climate Fund (GCF) etc. are considered an advantage.
- Proven experience in financial analysis and the use of financial and management information systems (e.g. SAP), including advanced Microsoft Excel functions and financial analysis tools;
- Demonstrated experience in the preparation, administration, and management of commercial processes, including service contracts and financing contracts.
- Experience in financial auditing or supporting audit processes is an advantage.
- Professional certification such as Certified Public Accountant (CPA), Chartered Financial Analyst (CFA), or an equivalent qualification is an advantage.

Period of the Assignment

Earliest possible date up to 2 years with a possibility for an extension.