

## VACANCY ANNOUNCEMENT

<b>Reference #</b>	<b>006/01/2025/FM/CO/New Delhi</b>
<b>Project</b>	<b>Country Office – Project Finance Unit</b>
<b>Position</b>	<b>Finance Manager – 2 Positions</b>
<b>Band</b>	<b>4</b>
<b>Location</b>	<b>New Delhi</b>

**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:
  - How do you handle tight deadlines and manage multiple priorities in your work?

Or

- How do you approach risk management and decision-making in finance?

**Last Date of Application: 26<sup>th</sup> January 2025**

### **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 programmes 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 a number of related areas. GIZ is implementing more than 30 projects on behalf of German Government clients with more than 20 Government of India Ministries and State Governments.

We are looking for **Finance Manager (2 positions)** for GIZ India Country Office based in New Delhi.

### **C. Responsibilities**

- Provides timely, accurate and qualitative financial data and advice to the Programme Director/Cluster Coordinator as well as other programme staff for planning and decision making.
- Ensures that financial administration functions well in compliance with GIZ standard procedures (P+R) as well as support other issues such as internal control, coordination with GIZ country office etc.
- Supports other issues such as internal control, coordination with GIZ country office on relevant topics etc.

### **D. Core Scope of Tasks**

## **1. Advisory Services**

- Advises and supports the AV / Cluster Coordinator, administrative and technical staff in all matters of financial planning and monitoring of the project/programme 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).
- Addresses all queries in a timely manner from the programme and guides on procedures.
- Provide financial advisory services to the AV/DVs, Project Admins and technical experts related to grants management.
- Provides advice, support and capacity building inputs to technical, admin staff of GIZ as well as relevant staff of grantee organisations in order to ensure compliance to the terms and requirements for implementing financing (grant) agreements.

## **2. Financial Management**

- Supports in preparing initial calculations for new program and change offers of ongoing program, such as CALCIT calculations, work orders and development of private sector partnerships.
- Draws up financial prognosis for all programs and document the logic.
- Monitors and updates programme annual expenditures, monthly cash flows using the expenditure planning tool in Excel and SAP.
- Cost and Commission Value Monitoring throughout the programme life cycle, using the various GIZ tools.
- Ensure accurate coding of vouchers according to cost and outputs of activities in OnSITE Reporting software, in line with the program's complex framework.
- Coordinates, monitors and updates the OnSITE Operations software 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, BMWi, 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, payments and cashflows.
- Ensures completeness of the programme handover documents for change of responsibilities.
- Organise for the financial closures of program.
- Support AV/DVs in the finalisation of commercial and legal eligibility checks on potential recipients (KEP) required for financing contracts.
- Coordinate with GIZ Head Office on accounting related matters for international contracts and financing (grant) agreements.

## **3. Quality Assurance/ Compliance**

- Continuously checks and ensures that Financial Management complies with GIZ' standards, Orientation and Rules (P+R).
- Reviews and checks the correctness of monthly third-party receivables (TPR), liabilities, cost / income reports (generated from WINPACCS Accounting Software), time sheets, rentals, etc.
- Initiates necessary re-bookings in WINPACCS and SAP 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 programme staff on management of OnSite Operations.

**E. 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.

**F. Location:** New Delhi

**G. 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.*