



Vacancy Announcement #143/2024

Finance Specialist - Integrated Soil Fertility Management Project

Contract duration: Until June 30,2025

Application deadline: 8.12.2024

Duty station: Hawassa

The Integrated Soil Fertility Management Project (ISFM+) is the global program of the special initiative "One world-no hunger (SEWOH)." The project contributes to improving soil fertility and productivity in selected areas of Amhara, Oromia, Tigray and SNNP region.

ISFM promotes the integrated use of locally adapted and relevant component technologies contributing to (a) increasing on-farm biomass production, (b) reducing nutrient & biomass losses from the farming system (c) improving the agronomic use efficiency of production inputs. The project aims at combining behaviour change communication strategies with farmer-acceptable and locally adapted soil fertility improvement technologies, including supply chain aspects for the sustainable supply of ISFM inputs. ISFM+ has now been awarded co-funding from the EU (Prosilence– Agroecology) to introduce a new, holistic approach to agricultural development in Ethiopia. Content-wise, this project differs greatly from ISFM as it includes the entire value chain, from input supply, to production, post-harvest processing, marketing and consumption.

Responsibilities

- Implementation and monitoring of an overall smooth and correct functioning of the complete accounting system of the program in line with GIZ procedures;
- Effective coordination with colleagues at the country office and GIZ-Climate Cluster for matters related to financial transactions processing;
- Ensures that the provided accounting services within the section are done correctly according to GIZ accounting procedures and guidelines.
- Assume the overall Petty cash Management of Project under the regional offices.
- Provide service for other Project under Climate Cluster and other projects in the regional offices as needed.

General Tasks:

- Ensure timely payment of utility bills and withholding tax payments by checking the correctness.
- Verify correctness of vouchers, including supporting documents for payments and internal transaction vouchers.
- Compile VAT documents, prepare claim summary for sending to GIZ office and follow-up on the reimbursement.
- Maintain proper fixed asset register, update inventory records and make annual physical count.



- Provide required documents for an auditor whenever Internal Control is conducted and assist on follow-up of auditor's findings.
- Make bank reconciliations monthly and cash account reconciliations between WINPACCS, Cash Book and actual physical cash count balances.
- Monitor the daily cash flow records, the level of liquidity and bank balances.
- Follow-up and check the timely settlement of travel advances, financial agreements (FA), local subsidy contracts (LSC) and consultancy agreements. .
- Follow up of the ProSilence wordas Local Subsidy contract according to EU Kofi principles
- Ensure that unused receipts and checks are kept in safe custody.
- Attend meetings and give trainings as required.
- Treat information confidentially, specifically in the areas of personnel and finance.
- Prepare and send monthly fund request to federal office.
- Prepare vouchers, including supporting documents for payments and internal transaction vouchers.
- Compile VAT documents, prepare claim summary for sending to GIZ Office and follow-up on the reimbursement.
- Prepare TAX declaration report for sending to GIZ Office.
- Support field trip arrangement, workshop and meeting, procurement facilitation and payment.
- Make daily cash flow records, the level of liquidity and bank balances and Follow-up bank transfers made to regions by tracking program and project budgets and cash flow.
- Provide financial training for wordas's receiving Local subsidy,
- Make monthly FMS (Fuel management system) records by checking logbook and sending to federal office. Follow up of mileage cost used by other projects.
- Make timely records of Onsite Asset and tagged the item.
- Corresponds with Federal office for timely submission of financial documents.
- Perform other duties and tasks at the request of the supervisor.

Required qualifications, competencies, and experience

Qualifications

- University degree (BA) in accounting, business management or equivalent.

Professional experience

- Minimum of 7 years professional experience in GIZ finance.
- Good knowledge of the GIZ rules and regulations, of GIZ accounting software (i.e. WINPACCS and SAP) and standard computer applications such as MS Office applications, in particular Excel.
- GIZ SNNPR regional experience is a plus

Other knowledge, additional competences

- Capability of concise and coherent reporting along standard formats.
- Proven knowledge of English and Amharic language, written and spoken.



- Trustworthiness and ability to maintaining strict confidentiality and observing data protection and associated guidelines where appropriate.
- Ability to organize and prioritize several tasks at the same time.
- Ability to work independently, unsupervised and as part of a multicultural and international team.



Application procedure:

Interested and qualified candidates shall submit their motivation letter along with their non-returnable recent CV via Ethiojobs and or hreth@giz.de

Note:

Please make sure you mention the vacancy number and position 'Finance Specialist #143/2024' in the subject line of your email application.

Due to the large number of applications, we categorize applications with vacancy numbers.

Applications without vacancy numbers in subject lines might not be categorized in the appropriate folder and could be disqualified.

Only short-listed candidates will be contacted.

We encourage persons with disabilities to apply for the position. In the case of equal qualification, persons with disabilities will be given preference.

Applications from qualified women are encouraged.

"Please refer to our [brochure](#) to learn more about GIZ's attractive benefit package."

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