

WE ARE HIRING

Job Role: Finance Specialist
Reports to: Senior Finance Specialist
Contract Duration: Until 31.12.2025 (with possibility of extension)
Location: Accra, Ghana



Company Profile:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) is a public-benefit federal enterprise working in more than 100 countries worldwide. We work on behalf of the German Government and support public and private sector clients in a wide variety of areas, including economic development and employment, energy and environment, and peace and security. Our activities in Ghana cover three priority areas: Climate and Energy, Just Transition; Sustainable Economic Development, Training and Employment, and Peaceful and Inclusive Societies, which focuses on good governance.

Project Brief:

The **Market-Oriented Value Chains for Jobs and Growth in the ECOWAS region (MOVE)** project focuses on building resilient cashew and rice value chains to contribute to the creation of jobs and income in West Africa, with ECOWAS as its main political partner. The project is mainly funded by the German Federal Ministry for Economic Cooperation and Development (BMZ), with co-funding from the European Union and the Bill & Melinda Gates Foundation and implemented jointly with numerous private and public partners. MOVE intervention countries include Burkina Faso, Côte d'Ivoire, Ghana, Sierra Leone, Nigeria and Senegal.

Scope of Role:

The **Finance Specialist** is primarily responsible for financial administrative functions in accordance with GIZ standard procedures, and works in close collaboration with the line manager.

Tasks:

- Ensuring that financial administration functions well in accordance with GIZ standard procedures
- Manages the real accounts (payables, receivables) and reports regularly to the officer responsible for the contract and cooperation and the accounting manager.
- Preparing cheques, bank transfers and deposits at the bank book in the absence of the finance and administrative manager.
- Checks the vouchers and receipts submitted by the projects for completeness and allocation to cost units and categories correcting where necessary.
- Submits the end-of-month accounts from the project accounting, cash books and the account balance voucher (through or from WINPACCS) to the officer responsible for the contract and corporation and forwards them to GIZ Country Office.
- Ensures full compliance to internal control/auditing rules.
- Routinely monitoring income, expenditure, and monthly reconciliation in accordance with GIZ requirements.
- Calculates travel advances and travel claims, proper checking of invoices for accuracy.


Profile:

- Bachelor's degree in administration, accounting, finance or similar areas. MBA/MSc will be an added advantage.
- At least 5 years' professional experience in a comparable position.
- Skilled at working effectively with cross functional teams.
- Good working knowledge of the use of computer applications (especially MS Office Suite).
- Accuracy and high degree of attention to details.
- Ability to work within a multicultural team and establish an effective working relations with persons of different national and cultural backgrounds.
- Excellent organizational skills and willingness to take up responsibilities.
- Proactive attitude towards personal growth and institutional changes.

How to Apply:

Interested and suitable applicants are to forward their detailed Curriculum Vitae (CV) and a one-page cover letter to recruitment-ghana@giz.de quoting the **Job Code 2024/MOVE/24/10** in the subject line. If you do not hear from us four (4) weeks after the deadline, please consider your application unsuccessful.

GIZ is an equal opportunity employer committed to diversity. All qualified candidates regardless of age, sex, ethnicity, race, and religion are encouraged to apply.

 **Closing date: 7th November 2024**