

Salary Band 4A	Finance Specialist
Reports to:	Senior Finance Manager
Duty Station:	Hatfield, Pretoria
Duration	Until 31 December 2025

1. Background - Energy Cluster

GIZ GmbH is a service provider in the field of international cooperation for sustainable development and international education work. The organisation has been active in South Africa since 1995 and works with partner institutions to support them in implementing the policies and priorities they have set themselves. GIZ's work in South Africa focuses on building peaceful and inclusive societies, strengthening economic development, technical and vocational education and training and employment, and on climate, energy and just transition.

GIZ's energy programmes in South Africa support the implementation of the country's energy transition plans, building institutional and individual capacities for the sector's future, mobilising investments for energy efficiency, and helping to establish a green hydrogen economy in the country. GIZ works with and supports a wide breadth of stakeholders in the energy space, engaging policy- and decision-makers, the private sector, academia and civil society to help to build a sustainable and successful energy sector.

All programmes on energy are located within GIZ's Energy Cluster, which helps strengthen synergies and alignment, and ensures complementarity in the support provided. It also enables the pooling of cross-cutting functions resources, including on finance and administration, procurement, communications, and monitoring & evaluation

A. CORE TASKS

The finance specialist will work together with the energy cluster finance team under the direct leadership of the senior finance manager. The finance specialist will be primarily responsible for the correct processing and monitoring of all payment flows and for ensuring the supply of funds, as well as for the administrative work related to financial management. He/ she will work on all job orders within remit and will be a main contact for advising managers and other staff members on all issues in the thematic area.

Additional you will deal with the matters and job orders assigned to you with due regard

for all the legal, contractual, socio-political, and corporate policy requirements / P+R and instructions of your line manager and follow up the processing and fulfilment of those tasks. You will also support in general financial administration, accounting, contract processes and have a stand in role for financial accounting / bookkeeping.

You will draw up analysis for internal customers, assist in drawing up monthly/quarterly and provide support in preparing the annual statement of accounts. Working with experienced specialists, you will resolve problems that arise in your area of responsibility based on existing rules and draw attention to more complex challenges. You will also clearly communicate the relevant requirements, conditions, and restrictions in terms of your capacity to act. You're involved in ongoing process development within your remit and responsible for knowledge management and prepare and share documentation.

B. MAIN ACTIVITIES / TASKS

1. Financial Processes and Accounting:

- Ensuring the quality checks of all invoices for services, consultants and logistics contracts, ensuring arithmetical correctness and completeness of required supporting documents in addition to compliance and adherence to GIZ financial regulations prior to approval processes.
- Follow up with service providers on any outstanding issues
- Management of the suspense accounts and clearing thereof
- Monitor and replenish project cashflow in cluster bank account.
- Load payments using online banking platform at cluster level.
- Monitor month end closures on WINPACCS Cloud "cost and expenditure report" including bank and cash reconciliations.
- Monitor cluster open items i.e. receivables, payables and commitments and report to the cluster finance manager.
- Provide support to recipients of financing arrangements on remedial actions proposed/required by auditor after every audit outcome.
- Develop necessary monitoring tools for managing project commitments and reductions thereof.

2. Financing Arrangements

- Support technical advisors in preparing budgets for financing arrangements.
- In collaboration with the cluster finance manager, prepare and follow up on financing arrangements with country office and head office.

- Organize/participate in inception meetings and present GIZ financial processing requirements to grantees and service providers.
- Update the cluster on FAQs on financing arrangements during team meetings.
- Guide and support grantee on GIZ's financial and administrative processes and rules.
- Pre-check all accountability for financing arrangements and advise the recipient and cluster finance manager or required adjustments.
- Advise grantees on financial reporting guidelines and amendments where necessary.
- In collaboration with the cluster finance manager, liaise with the Head Office and Country Office where input is required before, during and after financing contracts.
- Responsible for periodic updates to the financing SOP.

3. Financial Administration

- In close collaboration with the cluster finance manager, support the planning and monitoring of the annual cash flow and respective project budgets.
- Support in planning of annual spending projections and monthly updates.
- Support in ensuring relevant internal control recommendations are implemented.

Other tasks

- Performs other duties and tasks at the request of management.
- Attends the regular finance meeting and provides updates to the team.
- Assist with contract related stand in responsibilities where necessary.
- In close collaboration with the cluster finance manager and administrative specialist, update the signature policy and financial SOPs.
- Ensuring that all related processes stated above and where applicable are uploaded to DMS.
- Assist in closure of projects when applicable.
- Assist with preparations on rebooking process on co-financed projects.

C. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE

Qualifications:

- A university degree in Accounting Science, Financial Management, or Economics.

Professional experience and skills:

- Qualification should be enhanced by at least 5 years or more of relevant working
- experience in a comparable position.
- Working with knowledge and information management systems will be an asset.

Other Knowledge, Additional Competences:

- SAP knowledge and experience
- Problem solving skills
- Very good communication skills.
- Analytical skills.
- Motivated to work in a multi-cultural work environment.
- Emotional intelligence
- Willingness to upskill

D. ADDITIONAL INFORMATION

- The position is based at the **GIZ Office in Hatfield, Pretoria**. Remote working is possible under certain conditions in line with GIZ SA's remote and flexible working policy.
- The contract period for this position is until 31 December 2025 in line with the commissioning period of the programme.
- At GIZ, you will be offered a global network and an atmosphere that is characterised 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.

E. APPLICATION PROCESS

GIZ will only assess applications which meet the following criteria:

Suitable candidates should apply by submitting:

- A **motivation letter (concisely 1 page)**, stating why they should be the preferred candidate, and the value added they will bring to the team and **their desired salary range.**
- A **detailed CV.**

*Applications should be submitted to: recruit-pretoria@giz.de, with the email subject line “**Application for Financial Specialist – Energy Cluster**” for the attention of Head of Human Resource.*

Closing date for applications: **21st of October 2024.**

Correspondences will be limited to the short-listed candidate.

Applications not complying with the application process will be disqualified!