Junior-Finance manager (m/f/d)
Technical Assistance Facility

Our model for success is a better life for everyone and purposeful tasks for our employees. For more than 50 years, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), as a company of the German Federal Government, has been supporting the implementation of development policy goals worldwide. Together with partner organisations in more than 130 countries, we are involved in a diverse range of projects. If you want to make a difference in the world and develop yourself in the process, you’ve come to the right place.

Job-ID: V000047624
Location: Accra
Assignment period: 02/01/2022 - 08/31/2024
Field: Financial Management and Controlling
Type of employment: full- or part-time
Application deadline: 12/02/2021

Job description

The African Union (AU), established as a unique Pan African continental body, was charged with the responsibility to coordinate and provide overall guidance for the negotiations on the African Continental Free Trade Area (AfCFTA). GIZ supports the AfCFTA negotiation process through technical support to the relevant AU organs. The project in support of the AfCFTA works in close collaboration with multiple partners to support the content of free trade negotiations in the areas of trade in goods and services, trade facilitation, customs cooperation as well as on the various AfCFTA protocols and related annexes. The new Technical Assistance Facility to support the AfCFTA is meant to
be an efficient, reactive and flexible mechanism to answer to the needs of the AU, other partners and regional private sector organisations, working on fostering the AfCFTA and economic continental integration.

Your tasks

- Monitor the procurement in line with internal GIZ policies and external funding of the EU
- Check of all received invoices and handle for further payments
- Monitor monthly accounting and finance planning at project level
- Support the Finance Manager in preparation and compilation of all relevant documents according to the external funding requirements
- Support the Finance Manager in coordinating resource requirements for EU funding and working procedures in line with project’s objectives
- Support technical experts in preparing for travel expenses reimbursement, checking the contracts for completeness and financial documents from consultants/consulting firms
- Filing documents in the Document Management System in line with GIZ’s filing rules
- Perform other duties and tasks at the request of management

Your profile

- Bachelor/Master's in business management with a focus on finance, purchasing or contract management or similar area
- Initial relevant work experience, preferably gained abroad in finance management
- Working experience within international agencies is an asset
- Very good knowledge of Excel
- Good organisational skills and capacity to work under pressure
- Ability to work in a multi-cultural and multi-national team, commitment, and solution orientation, but not losing sight of accuracy and work organisation
- Business fluent in German and/or English; Fluency in other official AU languages is an asset

Location information

We are pleased to offer you a first impression on topics such as climate, shopping and services, the school situation and health care in Ghana.

In general, the security situation is calm. GIZ staff must adhere to security measures at
all times. Please also check the county-specific information provided by the German Federal Foreign Office. A contact person for security risk management is appointed at the local GIZ office. GIZ does not impose any restrictions on life partners and family members to move with you to the country of deployment. We kindly ask you to inform yourself which forms of relationships are legally and socially accepted in the country of deployment.

Further information on country-specific advice from the Federal Foreign Office at https://www.auswaertiges-amt.de/en.

At the site of operation, the particulate pollution occurs to be many time higher than the European acceptable limit. As part of the selection process and during the recruitment examination you will be informed of appropriate protective and behavioral measures.

Notes

This job is suited to a full or a part-time position

The willingness for frequent business trips is required.

We are happy to help accompanying partners discuss questions about benefits, residence permits and how to find your own job locally - feel free to get in touch with us during your application phase at map@giz.de.

Please observe the provisions of the country-specific vaccination regulations for entry and work in the country of assignment - in particular also regarding COVID-19

The willingness to work reciprocally abroad and in Germany is required.

Please understand, that we can only accept and process applications via our E-recruiting system. Following the confirmation of your successful application, kindly check your spam / junk mail folder on a regular basis, since some provider classify emails from our recruiting system as spam.

Our benefits

Ensuring the compatibility of career, family work and care commitments is part of our corporate policy. Flexible working hours and comprehensive preparation packages for families accompanying staff abroad are two examples of the opportunities that GIZ offers its employees. Our family-friendly philosophy also includes providing support for family members in need of care., Everyone has the same opportunities in our company, regardless of gender, nationality, religion, sexual orientation or physical disability. We recruit based on specialist expertise and social skills. Transparency and fair opportunities for career advancement are just as much a matter of course for us as gender not being a barrier to taking up a management position., Your work will begin with an onboarding
and preparation phase that will give you initial insights into GIZ and lay the groundwork for your upcoming assignment, establishing new contacts and building up your network. We provide opportunities for taking part in training and professional development to all our staff. Our Academy for International Cooperation (AIZ) will help you develop your skills. We are a provider of international cooperation services for sustainable development and work to build a future worth living around the world. We support projects in over 130 countries to achieve goals sustainably together with our partners.

During your assignment abroad, we will largely reimburse you for the school fees incurred for sending your children to schools providing a general education. Extensive check-ups and preventive measures (e.g. on appointment, before the outward journey, during the stay in a country of assignment, in an emergency) are provided to our staff and the family members accompanying them as a matter of course. You will receive various additional benefits during your stay abroad that will depend on your country of assignment. In many places, you will receive a subsidy towards the rent on your place of residence. If you have not yet found suitable accommodation at the time of your outward journey, you will receive a subsidy to put towards your hotel costs. We have put together an extensive package of benefits for family members accompanying staff abroad, including medical check-ups, language lessons and lump-sum allowances for the outward and homeward journeys. The Academy for International Cooperation (AIZ) also offers a range of preparatory courses on local culture, history and customs and on travelling with children. We allow our staff to accrue working time credits in a long-term working time account. This credit can then be used to take a lengthy leave of absence. We offer you various part-time working models to give you flexibility in planning your working and home lives. Flexi-time and the possibility for mobile working gives staff maximum flexibility. We reward staff who achieve their agreed annual targets with a variable remuneration component.

About us

Your professional and personal development is important to us. At GIZ, you will be offered global work opportunities and an atmosphere that is characterised by diversity, respect and genuine equal opportunities. Our benefits are also impressive in terms of work-life balance and family friendliness. Flexible working hours that fit your life situation are an integral part of our corporate culture.

For the full announcement and more detailed information, please visit our job market on the GIZ job and career pages at www.giz.de.

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, age or sexual orientation.

GIZ would like to increase the proportion of employees with disability, both in Germany and abroad. Applications from persons with disabilities are most welcome.
Contact

Recruitment and Follow-on assignments Client Portal
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