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giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

**WE ARE
HIRING**

Position: Finance Specialist (Invoice Checking/Internal Control)
Project: GIZ Country Office
Reports to: Head of Finance & Administration
Contract Duration: 1 Year with possibility of extension
Location: Juba, with occasional travel
In South Sudan

Background:

In South Sudan, GIZ works on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) the following three priority areas: Food and nutrition security and rural development, Urban water supply and sanitation, Rural development and good governance. GIZ's coordination office has been in the capital, Juba, since 2010.

The GIZ Country Office Juba is urgently seeking qualified candidates to fill the vacant position of Finance Specialist (Invoice checking and internal control)".

Scope of the Position:

Generally, the Finance Specialist (Invoice Checking/Internal Control) performs his/her duties independently with guidelines defined by the Head of Finance & Administration Manager, and in accordance with GIZ processes and rules or under the instruction of professionals in higher band.

Your Tasks

Core Tasks

- ❖ You deal with the matters and job orders assigned to you. You make yourself available to answer enquiries related to issues that fall within your assigned thematic area, where applicable in consultation with experienced specialists.
- ❖ You are 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. You work

on all job orders within your remit and are the main contact for advising managers and other staff members on all issues in the thematic area. Additionally, you 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 the instructions of your line manager and follow up the processing and fulfilment of those tasks.

- ❖ You draw up analyses for internal customers, assist in drawing up

monthly/quarterly reports and provide support in preparing the annual statement of accounts. Working with experienced specialists, you resolve problems that arise in your area of responsibility on the basis of existing rules and draw attention to more complex challenges in your team.

- ❖ In consultation with your team colleagues and line manager, you also coordinate all issues within your area of work and ensure that they are dealt with promptly and competently. You resolve problems that arise in your area of responsibility on the basis of existing rules and draw attention to more complex challenges in your team.
- ❖ You clearly communicate the relevant requirements, conditions and restrictions in terms of your capacity to act.
- ❖ In consultation with your line manager, under your role you may assume management responsibility for staff members in band 1, with due regard for P+R and GIZ's applicable HR policies, instruments and procedures.
- ❖ You are involved in ongoing process development within your remit, are responsible for knowledge management and prepare and share documentation.
- ❖ You perform the tasks assigned to you by your line manager, where required.

Main activities

Responsibilities

The Finance Specialist is responsible for:

- ❖ Administration and verification of invoices, financial reports and settlements
- ❖ The annual Internal controls of GIZ projects in South Sudan
- ❖ Safeguarding the fulfilment of tasks within the framework of GIZ processes and rules

Tasks

1. Invoice Checking and verification

The Finance Specialist is responsible for:

- ❖ Checking and verification of local grants, consulting contracts, vehicle costs and all other incoming invoices
- ❖ Checks the vouchers/receipts submitted by the projects for completeness
- ❖ Obligo clearing and contract monitoring

2. Internal Control

The Finance Specialist is responsible for:

- ❖ Developing an annual consensual internal control plan for all Projects in South Sudan
- ❖ Carry out internal control missions independently, efficiently and in accordance with GIZ procedures.
- ❖ Produce the resulting reports
- ❖ Ensure the optimal implementation of the recommendations resulting from the internal controls
- ❖ Report on significant anomalies and recommend corrective actions
- ❖ Evaluate the effectiveness of the internal control procedures in place and make suggestions for improvement
- ❖ Contribute to the updating of existing IC procedures (Facilitate training on good practices in internal control)
- ❖ Advise Project- and Country Office staff and their supervisors on all issues common to all groups and those related to his/her thematic area

3. Obligo clearing, receivables and contract monitoring

The Finance Specialist is responsible for:

- ❖ Obtaining copies of all procurement vouchers (goods and services) from accounting department
- ❖ Entering information accurately in SAP (commitment reduction)
- ❖ Closing all final invoiced commitments in SAP accordingly
- ❖ Monitoring the monthly receivables of both the projects and office, liaising with bookkeepers on outstanding documentation and following up on the timeously submission of required information and documentation
- ❖ Producing monthly contract monitoring reports to Projects and liaise with them on outstanding performances, documents etc.

4. Other duties/additional tasks



The Finance Specialist is responsible for:

- ❖ reporting all problems with financial administration and compliance without delay and keeps information confidential
- advising the Head of Finance and Administration and Country Director on all issues listed under A. and B.
- monitoring changes in the framework conditions (laws, requirements of HQ etc.) and informs management accordingly.
- On request, is available to the project management and administration staff on questions relating to project bookkeeping
- ❖ Involves the units at the head office in accounting and overarching financial issues
- ❖ Informs and addresses the project accounting departments, advises them on request and organises training events as required
- ❖ performing other duties and tasks at the request of management

- ❖ at least 5 years of working experience with a similar International Governmental Organisation will be an added advantage.

Other knowledge, additional competences

- ❖ Good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- ❖ Extensive knowledge of organisational internal processes and rules
- ❖ At least 5 years of professional experience in administrative and financial management in an organisation
- ❖ Confidential handling of data and information
- ❖ Pays attention to detail
- ❖ Very good analytical skills
- ❖ Integrity and objectivity in work
- ❖ Good teamwork skills
- ❖ Good writing skills
- ❖ Good communication skills
- ❖ Very good knowledge of English and German will be an added advantage

Qualifications and specialist knowledge (optional, if required) Willingness to up skill as required by the tasks to be performed – corresponding measures are agreed with management

(Qualifikation and Spezialist Area)

- ❖ BA in accounting and auditing or similar area
- ❖ ACCA training at Diploma level or CPA
- ❖ Master's degree in accounting and finance will be an added advantage
- ❖ At least 10 years' professional experience in a comparable position

- ❖ internet) and computer applications (e.g. MS Office, TEAMS)
- ❖ Very good knowledge of the European language widely used in the country, ideally a knowledge of German
- ❖ Willingness to upskill as required by the tasks to be performed

How to Apply

Applicants should submit their CVs and cover letters declaring interest for the position to the GIZ-Coordination Office along ministries road Juba town next to Juba town main mosque through this portal <https://www.giz-jobs.com/southsudan/#id=2c03a78a-4617-4881-8a30-32b876148fef>

Please note that all applications must be submitted with **non-returnable** photocopies of all the relevant documents including recommendation(s) from previous employer(s) and a copy of the national certificate. Original documents will only be required for verification during interviews if requested. Ensure that you and your referees are reachable via the stated contact information during daytime.

Only shortlisted candidates will be contacted for interviews. If you didn't hear from GIZ in 3 weeks after closing date, please note that your application wasn't successful. This position is open only to South Sudanese nationals.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH provides equal employment opportunities to all, regardless of gender or disability. Qualified women are highly encouraged to apply.



Opening Date: 10/12/2024

Closing Date: 03/01/2025

