

Finance and Administration Specialist with leading functions



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Deadline: 30.12.2020 23:59:59 The deadline for applications has expired
Salary: According to the interview results
Location: Bishkek
Type of involvement: full time

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ)
GmbH

Address
Бишкек, бульвар Эркиндик, 22

Information

Common information

Project "Promotion of Employment and Vocational Qualification"

Qualification requirements

- University degree in finance or business administration (equivalent of BA). University degree in any other area in lieu with at least 5 years working experience in finance may be accepted;
- at least 3 years' professional experience in a comparable position, GIZ working experience would be a strong asset;
- professional experience in finance management;
- good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office);
- very good knowledge of Russian and English language, German would be an asset;
- in-depth understanding of financial management, planning and accounting;
- knowledge and work experience in WINPACCS and SAP, knowledge of KOMP would be an asset;
- broad experience of financial management and administration;
- willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.

Duties

The finance and administrative professional is responsible for

- providing financial and administrative services for the project;
- meeting the financial administrative needs of the project independently, with a minimum of intervention;
- ensuring that financial and administrative regulations are complied with GIZ rules.

Tasks

1. Coordination

The administrative professional

- ensures that information is exchanged between project staff, partners and other institutions;
- accompanies the project manager or other team members to meetings if necessary;
- prepares and organises internal meetings.

2. Administration

The finance and administration professional

- is responsible for providing support in organising administrative and logistical aspects of project activities (meetings,

workshops etc.);

- coordinates with the GIZ Country Office on the mode of service delivery;
- monitors the availability of accessories and stocks and carries out procurement in accordance with guidelines;
- reports damage/defects in office furnishings and equipment to project management, organises and follows up on maintenance and repair;
- supervises and conducts annual inventory of project assets;
- is responsible for filing documents in reference files or in DMS in line with GIZ's filing rules;
- manages confidential files, specifically in the areas of personnel and finance.

3. Finance and accounting

The finance and administration professional

- coordinates the project budget planning;
- helps monitor expenses in accordance with the budget;
- manages procurement activities of within the project and via the GIZ Country office;
- supports in conduction of tenders for external consulting services;
- manages and monitors the monthly accounting and financial plans;
- is responsible for financial management, such as cash withdrawals, keeping the cashbook, bank accounts, preparing and entering vouchers;
- checks travel expense statements of staff for approval by the superior;
- initials cash withdrawals for various projects;
- checks requests for funds before release;
- audits project accounting;
- follows up/supports the payments to service providers;

4. Other duties/additional tasks

The finance and administration professional

- manages the work of the project driver, incl. the regular monitoring of the Driving reports;
- manages the work of the Admin profession in Band 2 in the part of administration tasks;
- performs other duties and tasks at the request of management.

Conditions

If you are interested in these vacancy, please apply by sending your CV, letter of motivation (one A4 page) and references marked "**Finance and Administration Specialist**" to the email vacancy-bbq@giz.kg till **17:00 on 30.12.2020**.

All the application documents that have been received, will be used only for the selection process of the suitable candidate for the announced position. The documents will not be disclosed to third parties.

Handicapped candidates are encouraged to apply.

Only short-listed candidates will be contacted.

About company

Effectively, efficiently and focused on our partners - that is the way we support people and societies around the world, implementing activities aimed at enhancing the prospects and development of sustainable conditions for their own well-being. As a German federal company, GIZ is supporting the Government of the Federal Republic of Germany to implement their tasks in the field of international cooperation for sustainable development.