



## Understanding Finance and Administration in GIZ Projects

### (including WinPaccs E-Cash, WinPaccs Onsite Asset and Travel Management)

Comprehensive training for GIZ admin & finance professionals who are beginner in GIZ project financial management

Financial management and administration processes are one of the key factors for project success. Finance and admin professionals need to be equipped with efficient tools and constant updates on related rules & regulations, so that they can transfer & advise the project team members effectively.

On the first two days, the training provides structural introductory to and coaching on GIZ admin and financial management in projects. It will also provide space to tackle challenges and issues from the participants' daily work. On the third day, the participants will be introduced to the Winpaccs E-Cash and Onsite Asset software. The software is used in GIZ project accounting. The last day includes a special session on GIZ travel management.

**Date:** 12-15 July 2016 (batch 1)  
and 18-21 October 2016 (batch 2)

**Venue:** Bangkok

**Course fees:** To be confirmed  
(include lunch, refreshment and training materials)

**Number of participants:** up to 20

### Learning Objectives

At the end of the training, the participants will have

- gained an overview of cooperation structure and overall business of GIZ
- gained an overview of GIZ systems and processes of financial management, project accounting system and related rules and regulations (OuR)
- gained an overview of costing system including cost estimate, Kostentraeger-Obligo-Bericht and cost and expenditures
- understood how to use the electronic bank and cashbook
- understood how to manage project inventory efficiently
- practiced related IT financial systems e.g. WinPaccs E-Cash and Onsite Asset software
- understood how to manage travel-related work e.g. ticket booking, hotel booking, travel claim calculation and management
- reflected, discussed and explored solutions for difficult situation they are facing in their daily work
- applied related admin & financial rule and regulation and tools in their daily work example

### Content / Topics

- Cooperation structure and overall business of GIZ
- GIZ financial management system and core processes
- Costing system: basics & structure, Cost Estimate, Kostentraeger-Obligo-Bericht, Cost and Expenditures
- Project Accounting
- IT system and monitoring: how to read and interpret cost unit
- Difficult situations or specific challenges in admin and finance work
- Winpaccs E-Cash and On-Site Asset: software installation, configuring the master data, entering cash and bank vouchers, transferring vouchers to project accounting, Preparing reports
- Travel Management: ticket booking, hotel booking, business trip application and reimbursement of travel expense





### About the trainers



**Petchada Usanapong** has over 30 years of experience working in Thai-German Technical Cooperation. Petchada is the deputy country director of GIZ Malaysia and Thailand and the head of administration. She carried out various admin and finance trainings for GIZ participants, as well as provided initial support for the offices in Lao, Cambodia, Vietnam and Myanmar and others in the Asia Pacific



**Chantana Manowongpichate** has over 20 years of experiences working in GTZ and GIZ as accountant and internal auditor. She provides training and coaching to GIZ project staff on GIZ accounting systems and performs internal control. She also provided support to the offices in Southeast Asia and the Pacific



**Pakykul Godgeaw** is travel management officer at GIZ Office Bangkok. Prior to this, she worked for Alliance for Financial Inclusion (AFI) co-funded by Bill and Melinda Gates Foundation. She has been managing GIZ air ticket booking and travel claim management for over 5 years in complex setting where GIZ staff and partners travelling across different continents. Pakykul's previous experiences involved high level secretarial work for presidents and CEOs of major Thai and multinational companies.

### Training approach

- Interactive presentation and exchange on concept and tools
- Reflection and discussion by participants
- Application of learning through case studies and group work
- Group presentation and peer learning
- Coaching during application

### Who should attend this training?

**GIZ project finance and admin staff in Band 2-4**, who is new in GIZ or has experience less than a year in GIZ project financial management

This course is a **basic course and not recommended for experienced staff** with more than 2 years of experiences in GIZ admin and finance.



### About Us and Our Training

We provides access to high-quality training-related services in various sectors and competencies. The training is based on non-profit cost-recovery basis. "On-request" courses can be organized for groups to take place at different time and location.

**On-line registration:** <http://thai-german-cooperation.info/training.html>

#### Contact us:

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