

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a public enterprise owned by the German Federal Government. German development cooperation in Thailand has been operating through GIZ since 1956 when Germany and Thailand signed the Agreement on Development Economic Cooperation. With time, GIZ activity have evolved towards technical cooperation in particular in the field of environment and energy.

The GIZ energy team is currently implementing 2 large projects and its portfolio keeps increasing. This requires extensive administrative, contractual and finance support to help planning and monitoring the projects and make sure the energy team fully respects the highest level of compliance and requirements set by GIZ and its donors.

In order to do so, the GIZ energy team is seeking to recruit an experienced Financial Specialist who shall be working closely with the director and the team to support those key aspects of project implementation, monitoring and reporting.

Financial Specialist

Responsibilities

The incumbent will be responsible for

- Supporting the project director in annual financial planning, monitoring and accounting of programs,
- Supporting the project director in financial risk management issues
- Preparation of financial reports where applicable and support in preparation of final financial closure of a program.
- Timely and qualitative preparation of documentation for internal/external financial audits of programs.
- Leading the administrative and financial preparation as well as the management of commercial processes in particular of services in the program
- Lead the preparation and monitoring of grant agreement provided by GIZ to partner organisation, support building the capacities of partners to ensure proper implementation and support them before and during audit processes.
- Ensuring that the financial management support is provided according to GIZ PuR and General accepted financial and accounting principles.

Within this context, the Financial Specialist will fulfil the following tasks:

1. Financial planning

- Preparation of annual expenditure budget based on the project's plan of activities
- Drafting a costing budget of new offers and/or amendments where applicable in preparation of offer calculation
- Supporting staff in preparation of budgets for contracts incl. commercial support in contract preparation process if applicable

2. Financial monitoring and reporting

- Regular financial monitoring of contracts financial transactions and accounting
- Preparation of financial closure of the commissioned program
- Provides general advice and guidance in financial matters to project teams
- Regular reporting of annual expenditure status to director as well as to GIZ HQ when needed.

3. Audits

- Preparation of documentation and files for financial audits of GIZ
- Supporting the Director with the correction of individual findings and supporting reporting
- Preparation for audits of donors according to the donor's requirements
- Financial monitoring of commitment, transactions and bookings

4. Contract and grant agreement

- Support the planning, preparation, management and reporting of large service procurement and of grant agreement to partners
- Support grantees, including through training, in the preparation and implementation of grant agreements and in understanding GIZ requirements
- Support grantees in audit processes.

Required qualifications, competences and experience

- Master's degree in finance, Accounting or Economics
- At least 5 years of professional working experience in a similar position
- Professional qualification such as Chartered Financial Analyst (CFA) / Certified Public Accountant (CPA) or similar will be considered a plus
- Proven knowledge of conducting analysis with financial and management software,
- Strong analytical and mathematical skills,
- Experiences in financial auditing,
- Excellent communication skills and very good English language skills are required, and mentoring competencies and experience are a plus.
- Capable of working under pressure, both in a multitasking position and in a multicultural environment

This will be a fixed-term contract starting as soon as possible and running until March 2024. The contract will be extendable upon good performance. GIZ offers an ambitious, challenging, and exciting international work environment.

Please read carefully the job description before applying and include a **MOTIVATION / COVER LETTER** with your CV **explaining why you are a good fit for the job, what you will bring to GIZ and the project and why you are motivated to work with GIZ on this Programme**. Only applications with letters will be considered.

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is Friday, 31 March 2022. Only shortlisted candidates will be contacted. GIZ Thailand is an equal opportunity employer and actively encourages gender diversity within the company and operations.

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