

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 fields of climate and economic transformation.

In financial and commercial tasks, all programs in Thailand and Malaysia are supported by the Service Unit for Finances and Administration. Finance Officers support project directors and their teams in annual financial planning, monitoring and reporting as well as in the preparation and monitoring of grant agreements and other contracts. The Service Unit strives to offer professional financial services following GIZ's rules and regulations as well as General accepted financial and accounting principles. Staff of the Service Unit works closely with the project teams, with staff at the GIZ country office as well as with relevant departments at GIZ Headquarters in Germany.

The Service Unit is seeking to recruit an experienced Finance Officer who shall be working mainly for the projects in the Energy portfolio.

Finance Officer

Responsibilities

The incumbent will be responsible for supporting the project directors in annual financial planning, monitoring and accounting of programs, as well as the preparation of financial reports and support in preparation of final financial closure of a program. He/she will be leading the administrative and financial preparation of commercial processes, such as the preparation and management of service contracts, grant agreements and local contribution contracts in the programs. This includes capacity building of grant recipients to ensure proper implementation and reporting, as well as supporting them before and during audit processes. The incumbent will ensure that the financial management support is provided according to GIZ rules and regulations and General accepted financial and accounting principles.

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

1. Financial planning

- Support the directors in the preparation of annual expenditure budgets 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 expenditures, costs and commitments
- Regular financial monitoring of contracts, financial transactions and accounting
- Reporting of annual expenditure status to directors as well as to GIZ HQ when needed
- Finance reporting to commissioning parties as well as third-party funding providers
- Preparation of financial closure of the commissioned program

- Provision of general advice and guidance in financial matters to project teams

3. Audits

- Preparation of documentation and files for financial internal and external audits of GIZ
- Supporting the directors with the correction of individual findings and supporting reporting
- Preparation for audits of donors according to the donor's requirements

4. Contracts and grant agreements

- Support the planning, preparation, management and reporting of procurements of services 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
- Proven knowledge of conducting analysis with financial and management software
- Strong analytical and mathematical skills
- Professional qualification such as Chartered Financial Analyst (CFA)/ Certified Public Accountant (CPA) or similar will be considered a plus
- Having worked in a non-profit environment is considered a plus
- Experiences in financial auditing will be considered a plus
- Excellent oral and written English language skills are required, and mentoring competencies and experiences are a plus.
- A high level of engagement and team spirit and willingness to learn to work with GIZ's internal financial applications
- 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 December 2025, with very high possibility for continuation. Please submit your **cover letter and CV** in English to chattayada.pattaragulwanit@giz.de and aroonratt.soontonbura@giz.de. The deadline for applications is 29 February 2024. Only shortlisted candidates will be contacted.

GIZ Thailand is an equal opportunity employer and actively encourages gender diversity within the company and operations.

GIZ Office Thailand

Human Resources Department

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