

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a Government-owned enterprise with international operations. We implement commissions for the German federal government and other national and international, public and private sector clients. GIZ operates in more than 130 countries worldwide and employs approximately 20,000 staff members worldwide.

The Regional Pacific Nationally Determined Contributions Hub (NDC Hub) is a regional platform supporting Pacific Island Countries in implementing, enhancing and financing their Nationally Determined Contributions (NDCs). GIZ's Regional Pacific Nationally Determined Contributions Hub (NDC Hub) is looking for a highly motivated candidate for the following position.

Senior Finance and Admin Officer – NDC Hub

The Senior Finance and Admin Officer contributes to smoothly running operations for the NDC Hub Programme through an effective and efficient execution of all finance and administrative functions including bookkeeping, accounting, and contract preparation.

Major Functions/Duties:

- Support SPC, SPREP, GGGI and NDC Hub team members with logistical arrangements where required and coordinating relevant publicity events for the programme or selected projects.
- Monitors regularly outstanding third-party receivables to ensure all liquidations are duly followed up submitted on time.
- Ensures all acquittals/ accounting documents and files are thoroughly checked and verified according to GIZ P & R requirements for completeness and supporting documents.
- Undertakes follow-ups to ensure monthly error sheets raised by PAU-Suva for all NDC Hub component are responded to by staff responsible and comment on status of finding is updated.
- Ensures queries raised in Internal Control and Audit reports are duly responded to and recommendations/findings are followed up.
- Checks reconciliation of project petty cash account in compliance with GIZ rules and regulations
- Monitors costs and expenses, including documentation compliance to GIZ P & R.
- Provide assistance in the preparation of budgets, amendments, and forecasts for the Programme.
- Contributes to the implementation and dissemination of new policies, rules and regulations.
- Provides support, training and advice to management and staffs as required.
- Provides support with any other tasks as requested by the Supervisor.

Experiences & Qualification:

- Minimum qualification of a Master's degree or Diploma in Accounting and Financial Management, Management and Administration or similar subjects, a CPA degree considered an asset.
- At least 5 years of professional working experience in a similar position
- Experience with an international working environment, preferably a donor-funded institution or project
- Capable of working in an inter-cultural environment
- Excellent office administration and organizational skills and ability to work under minimal supervision.
- Excellent command of MS-Office and accounting software and ease and readiness to learn a new one

The following attributes will be desirable:

- Excellent communication skills, verbally and in writing
- Analytical and structured thinking
- High attention to detail and timeliness
- Interest to learn and apply financial processes and rules
- High level of integrity, confidentiality, and loyalty.
- Service Orientation

Our offer:

Remuneration package to commensurate with qualifications and experience.

To source full Terms of Reference of the role, please email: Ms. Salote Dau

All applications including achievement-oriented CV with the details of 3 referees and accompanying documents should be sent by email to Ms. Salote Dau, Senior HR Officer to Salote.Dau@giz.de or by post/ hand delivered **no later than 4.00pm Friday 8th December 2023** addressed to:

VACANCY – Senior Finance and Admin Officer-NDC Hub
Lot 67 Knolly Street, Office Complex
P.O.Box 14041, Suva.