

Transformative Actions for Climate and Ecological Protection and Development (TRANSCEND)

PN: 22.9008.8-004.00

Job Description Finance Manager (Category 4T)

Project Description

The International Climate Initiative (IKI) is an important part of the German government's international climate finance commitment. Since 2022, the IKI is implemented by the Federal Ministry for Economic Affairs and Climate Action (BMWK) in close cooperation with the Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV) and the Federal Foreign Office (AA). The Philippines is one of the priority countries with which the International Climate Initiative maintains a close cooperation.

The project "Transformative Actions for Climate and Ecological Protection and Development" (TRANSCEND) responds to an IKI country call for the Philippines. The project is currently in its preparation phase and looking at implementation from 2024-2029. It will be implemented by a consortium led by the Climate Change Commission and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The consortium partners include UN organisations, NGOs and academia. Centered around a holistic approach, TRANSCEND targets integrated solutions in climate adaptation, emissions mitigation, and biodiversity conservation across three distinct landscapes within the Philippines. In applying a "whole-of-society" strategy, the project pilots a comprehensive transition to a society that is resilient to climate impacts, lowers carbon emissions, and fosters biodiversity. On a local level, community-based planning and conservation initiatives aim to enhance natural carbon sinks and fortify the resilience of local government units. Decision support systems, adopted across all layers of governance, are intended to refine policy decisions and improve the efficacy of climate financing.

Within the broader framework, TRANSCEND also facilitates the International Climate Initiative Interface in the Philippines. This platform serves to coordinate networking events and disseminate regular updates through newsletters, thereby keeping both the German commissioning ministries and the German Embassy in Manila well-informed.

Main Role

The incumbent will be responsible for supporting the project management in annual financial planning and monitoring and the preparation of financial reports. The incumbent will be leading the administrative and financial preparation of commercial processes, such as the preparation and management of service contracts, grant and financing agreements and local contribution contracts. This includes capacity building of fund 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 generally accepted financial and accounting principles. The incumbent will implement and promote GIZ's compliance and integrity policy.

Within this context, the Finance manager will fulfil the following tasks:

Major Functions/Duties

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 project offers and/or amendments where applicable in preparation of project 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 with the use of GIZ supported IT tools
- 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 project
- 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
- Initiation of regular external audits for grant recipients

4. Contracts and grant agreements

- Support the planning, preparation, management and reporting of procurements of services and of grant agreements to partners in close collaboration with involved units at GIZ HQ and GIZ Country Office
- Support grantees -including through training- in the preparation and implementation of grant agreements and in understanding GIZ requirements
- Assist grant recipients during audit processes

Required qualifications, competences and experience

- Bachelors' or 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
- Proven experience in the preparation and management of commercial processes, such as the preparation and management of service contracts, grant and financing contracts
- Strong analytical and mathematical skills
- Professional qualification such as Chartered Financial Analyst (CFA)/ Certified Public Accountant (CPA) or similar will be considered a plus
- Working experience with GIZ or having worked in a non-profit environment will be considered a plus
- Experiences in financial auditing will be considered a plus
- Excellent communication skills and excellent oral and written English language skills are required, good knowledge of German language will be considered a plus
- Mentoring competencies and experiences will be considered 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

Reporting Relationship/Duty Station

The Finance manager will report to the commission manager and will be based in Makati City. Domestic business travels are required, e.g. to partner offices and project sites in Southern Luzon, the Visayas and northern Mindanao.

Period of the Assignment

Earliest possible date until June 2027, with a possibility for an extension.