

JOB VACANCY ANNOUNCEMENT NO. 002/2018

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German federal enterprise and offers workable, sustainable and effective solutions in political, economic and social change processes. Most of our work is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). However, GIZ also operates on behalf of other German ministries and public and private bodies in Germany and abroad.

GIZ operates throughout Germany and in more than 130 countries worldwide. We have about 17,000 staff members around the globe, some 70% of whom are employed locally as national personnel.

GIZ is operating since October 2012 in Myanmar and is supporting sustainable economic development through various projects.

GIZ Office Yangon is the central element of GIZ's field structure in Myanmar. It ensures consistent overall representation of the company and its successful positioning as a service provider. The GIZ Office Yangon provides human resources and commercial support services for programmes and projects in Myanmar. These services must be contracted as set out in the respective GIZ regulations.

For the GIZ Office Yangon Finance Unit we are looking for a suitable candidate for following

Position: Finance Assistant
Location: Yangon
Contract Period: ASAP – 31st Jan 2019 (Extendable)
Number of Position: 1

A. Responsibilities

The Finance Assistant is responsible for

- seeing that the service in the department is provided correctly and in accordance with GIZ financial management and accounting procedures

The accounting assistant performs the following tasks:

B. Tasks

1. Financial services

The Finance Assistant

- assists with creditor and debtor administration, including local subsidies and agreements with national appraisers
- ensures high quality of receipts and vouchers and that all financial documents are valid, accurate and complete in line with GIZ rules and regulations as well as accounting procedures
- prepares payments and payment documentation (cash and bank)
- books all voucher in WINPACCS Cash/Bank book
- checks unexpected entries in WINPACCS cash/bankbook
- carries out accounting tasks using WINPACCS accounting software and prepares monthly end-of-period accounts and bank reconciliation vouchers
- processes travel settlements for international staff (national & international travel) and for national staff / counterparts (international travel) of all projects
- processes all travel settlements for all staff of GIZ Office Yangon
- ensures that project accounting is according to GIZ rules and regulations
- ensures that petty cash handling is in line with GIZ rules and regulation
- follows up on advance payments and their timely settlement
- calculates private mileage fees and other GIZ income

2. General services

The accounting assistant

- supports financial aspects related to house/apartment rentals by GIZ international staff
- is responsible for filing financial administration documents promptly and treating information confidentially
- photocopies and scans documents as needed

3. Other duties/additional tasks

The accounting assistant

- reports without delay to the person responsible for accounting on all problems in financial administration and compliance with rules
- performs other duties and tasks at the request of management

C. Required qualifications, competences and experience

Qualifications

- diploma or comparable qualification from a commercial academy (accounting)

Professional experience

- at least 2 years' professional experience in a comparable position

Other knowledge, additional competences

- in-depth knowledge of accounting software (ideally Winpaccs)
- good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- very good knowledge of English, ideally a knowledge of German
- willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

GIZ offers a competitive salary and a social benefits package and GIZ encourages women, people with disabilities and minorities to apply.

Application procedure:

Applications are accepted until **Wednesday, 24th January 2018**

Qualified candidates shall send their application letter along with their non-returnable recent CV and contact detail of two referees to the following address:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
No. 45, Innya Myaing Road, Golden Valley (2) Ward, Bahan Township,
Yangon, Myanmar
OR

E-Mail: recruit-myanmar@giz.de

Note:

- ❖ Please mark the application with: “**Application for Finance Assistant (002/2018)**”
- ❖ Only short listed candidates will be contacted. GIZ encourage early submission of application as candidates can be hired prior to the deadline.
- ❖ GIZ would like to keep interesting CV's of persons not chosen for a particular position in a pool for possible future vacancies. Applicants should let us know if you do not want to be included in such a pool.
- ❖ Applications are requested to be sent in **Microsoft word or PDF format. Applications with download-links cannot be considered.**