

JOB VACANCY ANNOUNCEMENT NO. 048/2016

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). GIZ also implements projects on behalf public and private bodies in Germany and abroad. GIZ operates throughout Germany and in more than 130 countries worldwide with about 17,000 staff members around the globe, some 70% of whom are employed locally as national personnel.

GIZ is has been active in Myanmar since October 2012 to support sustainable economic development. The Private Sector Development Project (PSD) aims at strengthening capacities with a focus on improved services for SMEs in Myanmar. The Project is now looking for a suitable candidate in Yangon, for the following:

Position: Assistant Finance Officer
Location: Yangon
Contract Period: ASAP – 31st July 2017 (Extendable)
Number of Position: 1

A. Responsibilities

The Assistant Finance Officer is responsible for seeing that the service in the department is provided correctly and in accordance with GIZ financial management and accounting procedures. He/she will maintain good working relationships, communication, and information exchange on financial matters with the GIZ Country Office and the other PSD units (three in Yangon, one in Taunggyi and one in Nay Pyi Taw). In addition, the position will provide part-time financial assistance to a new regional project on social and labour standards in the textile and garments sector.

The accounting assistant performs the following tasks:

B. Tasks

1. Financial services

The Assistant Finance Officer

- assists with creditor and debtor administration, including local subsidies/financial agreements 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/bankbook
- 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 PSD Offices in 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
- 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 from ethnic minorities to apply.

Application procedure:

Applications are accepted until **Monday, 8th September 2016**

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: “**Assistant Finance Officer (048/2016).**”
- ❖ 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.**