



## VACANCY ANNOUNCEMENT

The Global Crop Diversity Trust is an international organization with headquarters in Bonn, Germany whose mission is to ensure the conservation and availability of crop diversity for food security worldwide. For further information about the Global Crop Diversity Trust, consult the web page at <http://croptrust.org>

The Global Crop Diversity Trust is seeking an outstanding candidate for the position of:

### Finance Officer

Under the direct supervision of the Head of Finance and Investment and the overall supervision of the Director of Administration, the Finance Officer will be responsible for assisting in the management of the financial affairs of the Organization's grants and contract activities. The Finance Officer will manage and lead on number of tasks, taking full accountability for delivering with minimal supervision. Responsibilities will include overseeing the financial accounting of grant agreements and contracts including in the finance system and other databases, ensuring the receipt and distribution of funds are accurately recorded to their respective grants; monitoring and reconciling accounting transactions in line with agreements, contracts and budgets; preparing financial reports for donors and management in accordance with donor agreements and the financial rules and regulations of the Crop Trust; financial management of sub-grants with partners and financial reviews of partners. Provide back-up support for other Finance staff as required.

The responsibilities of the position include the following:

- Management of project's financial grants and contracts and project's administration, working closely with the project manager, the donor, grantees and contractors.
- Review draft grant agreements and contracts ensuring budgets are in line with activities planned and all relevant costs are included.
- Ensure that appropriate procurement standards and documentations are followed in the selection of contractors and grantees.
- Monitor project support to recipients of grants (or grantees) to ensure consistent compliance with the terms of grant agreements, including financial management and compliance with donor's regulations, and, as needed, provide training to grantees on finance and operations issues.
- Develop and ensure application of documented policies and procedures to ensure efficient and effective support and compliance across projects.
- Assist with proposal development preparing budget estimates and justification, ensuring that the project is fully costed including all charges and institutional overheads.
- Provide policy guidance and interpretation for staff as well as grantees with respect to grant applications, proposals, and awards to ensure adherence to grants management policies.
- Monitor and review budgets and financial project reports to support financial stability, ongoing project viability, and consistency with agreed technical plans and actual implementation.
- Monitor grant agreements, and ensure required documentation completion as per the agreement and ensure diligent follow-up on deliverables. Monitor reporting deadlines and other submission deadlines.
- Conduct relevant training for staff who are involved in project implementation to ensure everyone's understanding of budgetary components and financial compliance requirements of the project.
- Prepare and submit regular financial reports as required by management and donor.
- Ensure the consistent application of relevant finance policies, processes and systems for effective project implementation as well as compliance with agreements, policies and regulations.
- Prepare the annual financial reports for projects at year end and ensure that the annual project audits are carried out efficiently and that the auditors are provided with all information and documentation required.
- Conduct the financial review of partners, collating and analyzing information to gain understanding of the data and costs, and conduct the assessment and analysis of findings accompanied by full documentation.
- Provide backup support for other Finance staff as required and perform any other job-related activity

required to achieve the goals and objectives of the department and organization.

## **Qualifications, Skills, and Experience**

### *Education*

- University degree in Finance, Accounting, or related field with minimum 5 years of experience in finance, accounting, administrative services, or related area is required.
- Professional Certification and membership in an internationally recognized accounting institute (CIMA, CA / ACCA, FCA or equivalent) desirable.

### *Experience*

- Strong project finance management, organization, and time management skills.
- Experience with accounting systems and intermediate to advanced level MS Word and Excel skills.
- Experience in preparing donor and management reports.
- Experience in reconciling financial data from two or more sources is desirable.
- Experience with Enterprise Resource Planning (ERP) system is desirable.
- Knowledge and experience in managing multi-year and multi-million-dollar projects involving local and international partners/donors desirable.
- Knowledge of regulatory, contractual, legal, and financial compliance requirements associated with donor funding desirable.

### *Language requirements*

- Fluency in spoken and written English.

**Terms and Conditions:** The Crop Trust offers an attractive remuneration package including a competitive salary, non-contributory retirement savings plan, medical insurance and leave provisions. This is a General Service position classified as Level 3, with Level 3 being the highest Level in the General Service Grade Levels. The salary range for this level starts at Euro 40,000. Staff of the Global Crop Diversity Trust (including German nationals) are exempt from host country income tax. All benefits are denominated and paid Euros. Relocation costs are not covered. **The initial contract duration will be 1 years** and will be subject to a probationary period of 6 months.

**Applications:** Interested candidates should submit the following (incomplete applications will not be considered):

1. **A one-page motivation letter including summary of your qualifications and experience**, indicating how you meet the expected set of skills and competencies for the position and your drivers for applying.
2. **Your Curriculum Vitae in English** (please include your current residence address, telephone, and email address, date of birth, gender and nationality);
3. **Names and full contact details of at least three referees.**

Please apply by using the following link: <https://www.impactpool.org/jobs/1127994>

**Deadline for applications is 12 January 2025.**

*By submitting your application, you agree to the Crop Trust processing your personal data as*

described [here](#).

*The Trust is an equal opportunity employer and strives for staff diversity in gender and nationality.  
Only short-listed candidates will be contacted.*