

## 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 Assistant

Under the direct supervision of the Head of Finance and Investments and the general guidance of the Director of Administration, the Finance Assistant will be responsible for assisting in the management of the financial affairs of the Organization. The Finance Assistant will be responsible for accounts payable and receivable, VAT returns, processing and analyzing data across a range of finance and budget functions. Responsibilities will include the day-to-day processing of purchase and sales invoices, monitoring the contract module in the finance system and creating accounting transactions in line with agreements, contracts and budgets, monitoring and keeping up-to-date financial data, and preparing financial reports in accordance with the financial rules and regulations of the Crop Trust. Provide back-up support for other Finance staff as required.

The responsibilities of the position include the following:

- Process purchase and sales invoices, as well as staff expenses, recording the transactions into the accounting system.
- Check bills and invoices before recording and payment to ensure that documents are accurate and complete, that budget coding is correctly recorded, and that policies and guidelines including specific grant/donor requirements are followed.
- Process advances to staff for pre-approved travel expenses and review expense reports to ensure accurate reconciliation and documentation to settle advances.
- Monitor contract module of the finance system and create accounting transactions in line with agreements, contracts and budgets, and keep financial data up-to-date.
- Review all payment requests and expense reports for accuracy and completeness before entering in the finance system.
- Ensure that all expenses include the necessary supporting documentation, and are properly coded and authorized.
- Ensure that all supporting documents for payments made and cash received are properly filed, and maintain the financial filing system in an organized, complete and efficient manner.
- Prepare timely payment run for authorized payments and ensure timely review and approval.
- Monitor bank account and identify payments received and ensure relevant parties are informed of payments received and that they are accurately recorded in the finance system.
- Manage the Petty Cash Fund and keep an accurate record of all cash transactions.
- Maintain operational cashflow forecast and ensure that there are sufficient funds available in the bank accounts for timely processing of payments, in close coordination with supervisor.
- Ensure strict confidentiality of all financial information including personnel and bank information.
- Preparing and submitting VAT returns.
- Prepare journal entries for approval and financial reports as required by management.
- Assist with the reconciliation of various general ledger accounts.
- Participate in the annual audit process preparing information and documentation for auditors.

Perform any other job related activity assigned to achieve the goals and objectives of the department and organization.

## **Qualifications, Skills and Experience**

### *Education*

- University degree in Finance, Accounting, Administration, or related areas; or
- Qualification or professional training in the areas of Finance, Accounting or Administration

### *Experience*

- Minimum 3 year professional experience in the area of finance, accounting, administrative services or related area is required;
- Strong organization and time management skills;
- Experience with accounting systems and intermediate to advanced level MS word and Excel skills;
- Experience in preparing reports;
- Proficient in English language both in writing and oral;
- 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 project administration desirable;
- Knowledge of regulatory, contractual, legal and financial compliance requirements associated with donor funding desirable.

### *Language requirements*

- Fluency in 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 2, with Level 3 being the highest. The salary range for this Level 2 position starts at Euro 35,000. All benefits are denominated and paid in Euros. Staff of the Crop Trust (including German nationals) are exempt from host country income tax. Relocation costs are not covered. **The contract duration will be 3 years, renewable**, 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 three referees.**

Please apply by using the following link: <https://www.impactpool.org/jobs/1134754>

**Deadline for applications is 23 February 2025.**

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