



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 Finance and Investment Manager and the general guidance of the Director of Finance, the Finance Assistant will be responsible for assisting in the management of the financial affairs of the Organization. The Finance Assistant will be required to extract, interpret, analyse and format data across the full range of finance and budget functions. Responsibilities will include the creating, monitoring and reconciling accounting transactions in line with agreements, contracts and budgets, monitor and keep up-to-date financial data, preparing financial reports for donor and management in accordance with the financial rules and regulations of the Trust. Provide back-up support for other Finance staff as required.

The responsibilities of the position include the following:

- Assist with project's financial management 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;
- Assist application of relevant finance policies, processes and systems to ensure effective project implementation as well as compliance with agreements, policies and regulations;
- Ensure that appropriate procurement standards and documentations are followed in the selection of contractors and grantees;
- Prepare financial reports as required by management and donor;
- Assist with the reconciliation of various general ledger and bank accounts.
- Maintain financial policies and procedures throughout the organization ensuring they are up to day and available;
- Prepare donor reports for operational support;
- Participate in the annual audit process preparing information/ documentation for auditors;
- Entering financial information into systems;
- Prepare journal entries for approval;
- Assist with coordinating various donor reports ensuring the required information is collected and reports are finalized before the reporting deadline;
- Maintain donor data base ensuring it is update with income received and correct;



- Prepare bank transfer requests and obtain the required approvals and signatures;
- Assist with the annual budget preparation process;
- Assist with maintaining finance information on the Crop Trust Website ensuring they are up-to-date;
- Perform any other job related activity assigned to achieve the goals and objectives of the department and organization.
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Qualifications, Skills and Experience

Education

- University degree in Finance, Accounting, or related field with minimum 1 year experience in finance, accounting, administrative services or related area is required.

Experience

- At least 1 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 30,000. 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 12 months** 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/709808/application>

Deadline for applications is 25 July 2021.

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