

JOB ANNOUNCEMENT FINANCIAL ASSISTANT

in the team of an EU-funded project

at the Goethe-Institut Georgien

Fulltime position (40h/week)

The Goethe-Institut Georgien, the cultural institute of the Federal Republic of Germany, is seeking a motivated **Finance Assistant from 01.02.2025 until 31.12.2025** (with an option of extension) within a new EU funded project on culture and creative sectors.

The new project is a pivotal initiative developed to strengthen the Cultural and Creative Sectors (CCS) across Eastern Partnership (EaP) countries, aiming to transform culture into a key driver of economic growth, social development, gender equality, and resilience. By focusing on sustainable creative ecosystems in non-capital cities, the project supports the European Union's commitment to fostering robust international cultural relations while promoting culture-led economic and social development.

Main tasks and responsibilities include:

- Preparation of grant and service provider contracts
- Pre-contract eligibility checks for grantees and service provider (in cooperation with grants manager/finance manager)
- Eligibility check of submitted expenditure reports and preparation of respective financial reports (in cooperation with grants manager)
- Coordination of necessary external expenditure verifications of beneficiaries' expenditures
- Support to beneficiaries on financial questions
- Contribution to grant management trainings and info sessions regarding financial aspects of the implementation
- Archiving and knowledge-management within the team
- Other relevant tasks

Skills, experiences, and qualifications for the position:

- Completed university degree in business administration or equivalent knowledge and skills
- Proven experience applying and adhering to EU financial rules and regulations.
- Previous experience in communicating with beneficiaries regarding relevant rules and regulations, reporting, and other requirements.
- Proficiency in Georgian and in English (at least B2) required, a strong proficiency in German is desirable.
- Excellent computer skills, especially a very good command of MS Office and SAP.
- Ability to work independently and excellent attention to detail and accuracy.
- Strong organization and time management skills, ability to multi-task, to prioritize tasks effectively, and to respect deadlines.
- Availability to work under stress, with a temporarily high workload, and under minimal supervision; high attention to detail
- Self-reflection, willingness to revise, acceptance of criticism, ask questions where necessary.

Candidates wishing to apply should send their application in English by email putting "Application Financial Assistant (EU project)" in the subject line to bewerbungen-georgien@goethe.de

The application should include:

- Motivation letter
- CV
- Relevant degrees and work certificates/recommendation letters

Please send all in ONE PDF and enclose your contact information (incl. a phone number) and a professional reference.

Deadline for applications is 26.11.2024.

Please note that only shortlisted candidates will be invited for a personal interview.