



## **JOB ANNOUNCEMENT GRANT FINANCE COORDINATOR**

**in the team of the EU-funded project “Creative Compass Georgia”**

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 **Grant Finance Coordinator** within the EU-funded project “Creative Compass Georgia”. The position is initially limited to two years (24 months) starting on February 1, 2025 (or later).

“Creative Compass Georgia” is an EU-funded project which is implemented by the Goethe-Institut Georgien. The project strengthens cultural and creative industries across Georgia (outside Tbilisi) by identifying cultural spaces, supporting their development, creating networking opportunities, and by providing financial support to creative entrepreneurs or the creation/upgrade of creative infrastructure. Within the team structure of “Creative Compass Georgia” the advertised position is mainly responsible for engaging with the project’s grants recipients on contractual and financial aspects. The position supports our grant recipients in implementing according to the relevant financial rules and regulations.

### **Main tasks and responsibilities:**

- Creation and completion of grant contracts with beneficiaries selected to receive grants.
- 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.
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- Conceptualisation and implementation of necessary pre-contract eligibility checks for grantees (in cooperation with grants manager/finance manager)
- Point of contact for beneficiaries' questions about financial aspects of their project implementation
- Contribution to grant management trainings regarding financial aspects of the implementation.

### **Essential skills and experience:**

- A bachelor's and/or master's degree in accounting, finance management, business administration with a minimum of 2 years work experience
- 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. Knowledge of German is an asset.

[www.goethe.de](http://www.goethe.de)

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- 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.
- Previous experience in working in an international, English-speaking environment.
- 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.
- Readiness to work outside official working hours, and for work-related travelling.

Candidates wishing to apply should send their application in English by email putting "Grant Finance Coordinator (Creative Compass Georgia)" in the subject line to [bewerbungen-georgien@goethe.de](mailto: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.

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