

FINANCE SPECIALIST

Organization: Global Green Growth Institute (GGGI)

Post Date: 15 April 2015

Location: Seoul, HQ

Assignment: Fulltime Employment

Grade: C2

Position Number: GGGI-HR_15-514

Closing Date: 6 May 2015

INTRODUCTION

The Global Green Growth Institute (GGGI) is a new international organization committed to strong, inclusive green growth. We assist developing and emerging countries with integrating their ambitions for strong economic performance and environmental sustainability with the goal of bringing about poverty reduction, job creation, social inclusion, and climate change mitigation and adaptation.

Headquartered in Seoul, GGGI was established by treaty in June 2012 at the United Nations Rio+20 Conference by an initial group of eighteen nations who share the organization's vision. As of 2014, there are total of 24 Member Countries who joined the organization.

GGGI has a diverse portfolio of programs in developing countries around the world. These in-country programs, together with global products and services, focus on delivering results through an integrated approach of evidence-based green growth planning and implementation aligned to countries' development priorities. The organization also focuses on knowledge development and management activities which build a strong theoretical and empirical basis for green growth, while providing concrete options and guidance for policymakers; as well as building the conditions for public and private green infrastructure investments.

[Internal Communication]

- All departments within GGGI

[External Communication]

- Banking Authorities
- Financial Institutions
- Governments of member states

[Key Responsibilities/Duties]

Reporting to the Finance Director, the Finance Specialist has the responsibility to manage the day to day Financial Management of GGGI. The Finance Specialist will lead on areas of financial accounting, reporting, financial planning and financial oversight to country offices. The role will supervise a team of qualified professionals and will have a technical oversight to finance professionals in country offices.

Specific job responsibilities include:

- Oversee the production of monthly, quarterly and annual accounts, ensure they comply with appropriate IFRS standards and regulatory requirements.
- Responsible to manage balance sheet accounts and accountable for accuracy and timeliness.
- Coordinate and manage the annual statutory audit process of GGGI.
- Design and implement a complete user manual for functions within the finance unit and aligned with the Enterprise Resource Planning.
- Lead the cash forecasting process to ensure adequate funds are available to meet the working capital requirements of GGGI.

- Responsible to review financial provisions of funding/grant agreements, MOU's and contracts to ensure the provisions are consistent with Finance regulations, policies and procedures and any risks are mitigated.
- Manage the implementation and review of the finance policies and procedures.
- Ensure staff members are trained/briefed on any new developments/changes in the financial regulations, policies and procedures.
- Manage the financial activities and rapidly growing financial needs of country offices in various partner countries.
- Perform due-diligence on financial requirements for the existing and to be established country offices.
- Manage the issues arising out of the implementation of Enterprise Resource Planning finance modules.
- Technically manage the finance team in country offices and ensure an effective Enterprise Resource Planning system in place.
- Oversee administrative matters related to code of conduct for financial activities and report for unusual activities, transactions and investigation of anomalies or unusual transactions.
- Provide financial insights and analyses to support the management in decision-making process.
- Perform other duties that may be assigned by the Finance Director.

[Preferred Minimum Qualifications and years of Experience]

- Bachelor's degree in Accounting or Finance, CIMA or ACCA
- Certified Public Accountant or Certified Management Accountant is required.
- Master's in Business Administration (MBA), is preferred
- Minimum of 6 years of experience in similar, preferably with organization of equal scope and complexity, including operations in multiple countries.
- Experience managing a team of qualified professionals.

[Technical Competencies]

- Sound knowledge, technical awareness and familiarity with the application of Enterprise Resource Planning and other business software applications.
- Excellent written and verbal communication skills.
- Experience developing financial modeling.
- Ability to multi-task and work effectively under pressure.
- Excellent analytical skills and must demonstrate attention to detail.

Core Competencies

- Achieving Results and Problem Solving
- Application of Technical Knowledge and Skills
- Client Orientation
- Learning and Knowledge Sharing
- Working Together

HOW TO APPLY

- Interested candidates should apply to: Finance.40230.999@gggi.aplitrak.com
- Please indicate the position you are applying for: "GGGI-HR_15-514 – Finance Specialist"
- Please submit CV and Cover Letter in English (**Merged into one PDF file**)
- For more information on GGGI, please visit our website at www.gggi.org.