



JOB ANNOUNCEMENT

FINANCE MANAGER

For the EU-funded programme “EU4Culture II”

Goethe-Institut Georgien, Tbilisi

Full-time (40 hours/week)

The Goethe-Institut Georgien, the official cultural institute of the Federal Republic of Germany, is seeking a motivated **Finance Manager** for the EU-funded programme “EU4Culture II” for the period **01.02.2026 – 31.03.2027**, with the possibility to extend the contract for up to two additional years, until **30.04.2029**.

EU4Culture II is a strategic EU-funded programme designed to strengthen the Cultural and Creative Sectors (CCS) across Eastern Partnership (EaP) countries, transforming culture into a driver of economic growth, social development, gender equality, and resilience. By focusing on sustainable creative ecosystems, the programme supports the EU’s commitment to international cultural relations and culture-led development.

Main task and responsibilities include:

- Coordinate all financial processes
- Implement regular and sound financial controlling using SAP/4Plan and liquidity monitoring
- Prepare relevant budget reallocations and addendums to agreements
- Review and prepare contracts, including grants’ and external service contracts
- Coordinate public procurement, incl. relevant external services and goods
- Prepare financial reports and documents necessary for external audits and expenditure verifications
- Report to the Programme Lead and cooperate closely with the Head of Administration of the Goethe-Institut
- Coordinate and consult with the Goethe-Institut finance and tax departments at headquarters
- Contribute to efficient knowledge management
- Perform other relevant tasks as needed

Skills, experiences, and qualifications required for the position:

- Completed university degree in business administration or equivalent knowledge and skills
- At least three years of professional experience in the administration and accounting of large-scale projects
- Experience in accounting and monitoring EU-funded projects
- Knowledge of the SAP accounting programme
- Good IT skills (MS Office), especially Excel
- Knowledge of Georgian labour law is desirable
- Knowledge of Georgian and German at least at C1 level
- Knowledge of English at least at B2 level

www.goethe.de

**GOETHE
INSTITUT**



- Strong organisational skills, sense of responsibility, flexibility and resilience
- Initiative and independence
- Ability to work in a team
- Management experience as well as enjoyment of and experience in working in multinational teams

Application Process:

Candidates should submit their application in English, including:

- Motivation letter, including your contact details and telephone number
- CV
- Relevant degrees and work certificates and/or recommendation letters

Please send all documents in one PDF file with the subject line: "*Application Finance Manager EU4Culture II*" to the Email: bewerbungen-georgien@goethe.de

Deadline for applications is **16.01.2026**.

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