



JOB ANNOUNCEMENT FINANCE MANAGER

in EU-funded project

at the Goethe-Institut Georgien in Tbilisi,

Fulltime position (40h/week)

The Goethe-Institut Georgien, the cultural institute of the Federal Republic of Germany, is seeking a motivated **Finance Manager from 15.04.2025 until 31.03.2027** 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 task and responsibilities include:

- Coordination of all financial processes of the EU project with a volume of €10 million over 4 years (52 months)
- Financial controlling (SAP/4Plan) and liquidity monitoring
- Necessary budget reallocations and corresponding addenda to agreements
- Review and support of all project contracts and procurements
- Investment planning, purchasing of goods and services in accordance with procurement guidelines
- Financial reporting
- Preparation of financial audits and internal financial projects
- Reporting to Project Lead and close cooperation with head of administration of Goethe-Institut Georgia and project's financial coordinator
- Consultation with the finance department and the tax department at Goethe-Institut's headquarters
- Partaking in the competence centre "financial management" of Goethe-Institut Georgia
- 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
- 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
- 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

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Candidates wishing to apply should send their application in English by email putting "Application Finance Manager (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 09.04.2025.

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

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