



## **JOB ANNOUNCEMENT FINANCE COORDINATOR**

### **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 Coordinator 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
- Accounting (Vorkontierungen)
- Monitoring and support of country and beneficiary budgets
- Contact person for internal and external partners in all financial matters
- Preparation of financial audits
- Reporting to team lead and close cooperation with project financial manager as well as project's financial assistants
- 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
- Administrative archiving
- 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

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

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Candidates wishing to apply should send their application in English by email putting "Application Finance Coordinator (EU project)" 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 09.04.2025.**

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

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