



JOB ANNOUNCEMENT

FINANCIAL AND ADMINISTRATIVE MANAGER

**GOETHE
INSTITUT**

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JOB ANNOUNCEMENT

The Goethe-Institut Armenien, the cultural institute of the Federal Republic of Germany, is seeking a motivated Financial & Administrative Manager for an EU-funded Programme at the Goethe-Institut Armenien from September 2026 until April 2029.

POSITION TITLE

Financial & Administrative Manager

CONTRACT TYPE

Half time position (20h/week)

DUTY STATION

Yerevan, Armenia

CONTRACT DURATION

September 2026-April 2029

ABOUT THE PROGRAMME

The programme aims to strengthen EU-Armenia cooperation through culture, youth engagement, and sustainability initiatives, while increasing the visibility and public understanding of EU engagement in Armenia. Implemented in close cooperation with the EU Delegation, EUNIC members, national stakeholders, and civil society actors, the programme combines cultural ecosystem development, youth participation, and sustainability-focused public engagement.

ROLE

The Financial & Administrative Manager is responsible for the financial and administrative management of the programme. The position ensures sound financial planning, compliance with donor requirements, efficient administration, and supports the implementation of multiple grant schemes. The position plays a key role in ensuring financial accountability and the smooth day-to-day operation of the programme.

MAIN TASK AND RESPONSIBILITIES INCLUDE:

Financial Management

- Manage programme budgets and financial planning
- Monitor expenditure and oversee budget implementation
- Prepare financial forecasts and cash-flow projections
- Ensure accurate cost allocation and financial tracking
- Support financial reporting in line with donor requirements

Administration & Compliance

- Ensure compliance with contractual and financial procedures

- Maintain accurate administrative and financial records
- Support preparation for audits and financial reviews
- Ensure proper filing and documentation of project records

Contracts & Procurement

- Prepare and process:
 - contracts
 - purchase orders
 - invoices
 - payment requests
- Support procurement and contracting procedures where required
- Monitor contractual obligations and deadlines

Grant Administration

- Support administration of grant schemes
- Prepare grant agreements and financial documentation
- Track grant payments and reporting requirements
- Ensure compliance of grant recipients with programme procedures

Internal Coordination

- Work closely with the Team Lead and Project Managers
- Provide financial and administrative guidance to the project team
- Support preparation of reports and project documentation

QUALIFICATIONS

Essential

- University degree in finance, accounting, economics, business administration, or a related field
- Minimum 3 years of relevant professional experience in financial and administrative management
- Proven experience in budgeting, financial monitoring, and reporting
- Experience managing contracts, invoices, and financial documentation
- Excellent organisational and analytical skills
- Good command of German/or English/ and Armenian

Desirable

- Experience managing donor-funded projects, preferably EU-funded programmes
- Experience with grant administration and sub-granting mechanisms
- Familiarity with procurement and compliance procedures
- Experience working with cultural, youth, civil society, or international development projects
- Knowledge of financial audit requirements and donor regulations

REQUIRED COMPETENCIES

- Financial planning and budgeting
- Attention to detail and accuracy
- Administrative organisation and compliance
- Strong communication and coordination skills
- Ability to manage multiple processes simultaneously
- Problem-solving and risk awareness
- Ability to work in multicultural and multi-stakeholder environments

APPLICATION PROCEDURE

Interested candidates should submit:

- CV (maximum 4 pages)
- Cover Letter (maximum 2 pages), outlining the applicant's motivation for the position and demonstrating how their qualifications and experience meet the requirements of the role
- Contact details of two professional references

Applications should be submitted in English no later than August 23 to **hasmik.muradyan@goethe.de** and **jan-tage.kuehling@goethe.de**

Please indicate the subject line:

"Financial & Administrative Manager "

On-site interviews are scheduled for August 27 & 28.

Please Note

The advertised position is contingent upon the successful approval of external funding. Employment contracts can only be offered once funding has been formally confirmed.