

sequa gGmbH is a globally operating non-profit development organisation. Since 1991 sequa has carried out international cooperation programmes and projects in close collaboration with the German and European private sector. sequa offers know-how and long-term experience in capacity development for chambers and associations (BMOs), vocational education and training, private sector development and trade promotion. The organisation is based in Bonn, Germany. sequa employs more than 100 persons (2021) and reported a turnover of EUR 41 m in 2020.

We are offering a project-based assignment as

Administrative and Financial Officer (m/f/d)

Location: Lima, Peru
Assignment Period: February/March 2022 – November 2025
Project: AL-INVEST Verde. Component 1

The Programme

AL-INVEST Verde is an EU financed programme which will mobilise EU know-how and investment in support of building alliances with the private sector in Latin America. The objective is to promote sustainable growth and jobs creation by supporting the transition towards a low-carbon, resource-efficient and a more circular economy in Latin Americas (LA). Main approach is the sub-granting of partnership projects between Business Membership Organisations and Think Tanks in EU and LA as well as direct action of the implementing consortium which will facilitate the imperative utilisation of more resource efficient and low carbon production models also through innovation and digitisation at SME-level. The programme has a volume of EUR 31.25 m and a duration of 48 months. Jointly with 6 partner organisations, sequa has been awarded the implementation of Component 1 of the AL-INVEST Verde programme. Programme implementation started on 1 December 2021.

Tasks / Responsibilities

Overall financial management

- Manage the financial aspects of Component 1 of the AL-INVEST Verde programme (day-to-day financial management)
- Revise, comment and improve all financial drafts
- Implement financial policies and procedures
- Establish and maintain cash controls
- Establish, maintain and reconcile the general ledger (Excel)
- Maintain records on the programme budget
- Elaborate financial reports for sequa Bonn for local expenditure
- Prepare and reconcile bank statements

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- Ensure transactions are properly recorded and entered into the computerized accounting system
- Monitor bank account and cash-on-hand
- Assist and comply with all audits
- In charge of proper procurement of freelance services, supplies, and other services etc.
- Collect timesheets of Lima based team members and send it monthly to sequa Bonn
- Manage the travel cost compensation for Lima staff

Financial management of sub-grants

- Participate in evaluation of project proposals (financial capacity check)
- Analyse and verify all financial reports submitted by the partnership projects' main applicant in co-ordination with the respective person in charge of monitoring the project
- Check all accounts and countercheck financial aspects of partnership contracts and all payment requests/invoices including the supporting documents of the partnership projects
- Co-elaborate training materials for selected applicants (financial reporting, procurement)
- Cooperate with SEQUA controller at Bonn and coordinate/ supervise accountants (based at CAINCO in Santa Cruz de la Sierra, Bolivia) on all procedures and accounting details

Your Qualification / Skills / Experience

- Degree in either accounting, finance, or administrative management
- At least 10 years of professional experience
- Fluent in Spanish and English, Portuguese would be an important asset
- Work experience in financial administration of EU funded projects, including knowledge of the EU Practical Guide to Contract Procedures (PRAG) and working with subgrants modalities is considered an asset
- Experience in working with international organisations
- Good communication and intercultural skills
- Highly self-motivated
- Teamworking ability
- A methodical approach and problem-solving skills
- Ability to reflect on one's own work as well as the wider consequences of financial decisions
- Dedication for Integrity
- High degree of organisational skills and ability to manage deadlines
- High level of numeracy
- Analytical ability
- Very good user knowledge of MS Office programs, above all MS-Excel

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Please send us a cover letter, your CV in the EuropeAid format, relevant resumes, and your salary expectation. Please use the English language. The CV template can be downloaded from our website. Subject to comparable qualification handicapped persons will be preferred. Please send us your application by **no later than 5 January 2022** to manuela.borkenhagen@sequa.de