



The International Charitable Foundation "Alliance for Public Health" announces external recruitment to fill the following position:

Accountant

The International Charitable Foundation "Alliance for Public Health" is a leading non-governmental professional organization which makes a significant impact on the epidemics of HIV/AIDS, tuberculosis, viral hepatitis and other socially dangerous diseases in Ukraine in cooperation with state partners and civil society organizations through providing financial and technical support to relevant programs, which cover over 250,000 members of most vulnerable populations, which is the highest indicator in Europe. Alliance team includes over 100 professionals who are based in Kyiv

JOB PURPOSE: To maintain general ledger, validates data from contributing sources, and prepares journal entries and reconciliations. To produce monthly financial statements with accuracy and timeliness and to the highest professional standards. To support annual financial reporting in accordance with the National Accounting Standards.

Contract type: full-time, fixed-term till 29 December 2017 with possibility of extension.

POSITION REQUIREMENTS:

- Minimum 2 year working experience on relevant position.
- Higher education in accounting.
- Practical knowledge of national accounting standards and tax legislation.
- Proficient user of 1C 8.2.
- High level of computer literacy. Advanced knowledge of MS office: Word, Excel, Outlook.
- Ability to think and communicate clearly.
- Good command of written and spoken Russian, Ukrainian and English.
- Experience in accounting with an international organization is a plus.
- Qualification ACCA/CAP/CIPA or a relevant certificate is a plus.
- Strong commitment to confronting HIV/AIDS and motivation to work.

For additional information on the organization as well as its programmatic activities and the positions announced, please visit our web site: <http://www.aph.org.ua/>

How to apply: Please send your CV and a covering letter in English and Ukrainian/Russian to vacancy@aph.org.ua. Subject line should contain "ref: accountant".

Deadline for applications: 6 pm, March 9th, 2017.

Only successful candidates will be contacted for an interview.

The International Charitable Foundation "Alliance for Public Health" is committed to equal opportunities and welcomes applications from appropriately qualified people from all sections of the community. Qualified people living with HIV/AIDS are particularly encouraged to apply.

JOB DESCRIPTION

Job Title: Accountant
Department: Finance & Administration
Team: Accounting
Position Type: full-time, fixed-term
Band: 4

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DUTIES AND RESPONSIBILITIES:

1. Preparation of journal entries from bank statements in 1C Accounting 8.2.
2. Export of payment documents into client-bank system.
3. Preparation of payment documents in foreign currency in client-bank system.
4. Ensuring employees in cash for travel in accordance with national legislation and internal rules and regulations.
5. Control over correctness of preparation and timeliness of advance reports, submitted by employees of the organization.
6. Cash transactions: cash receipt or issuance, preparation of cash documents, control over correctness and fullness of supporting documents.
7. Reconciliation of cash flow in Financial and Managerial Accounting on monthly basis.
8. Reconciliation of cash flow in Financial and Tax Accounting on monthly basis.
9. Undertaking other reasonable and related tasks identified by the Chief Accountant as necessary for the fulfillment of strategic objectives.

AUTHORITIES

Functional Authorities:

1. Access to on-line bank system.
2. Contact with bank representatives on payments, supporting documents, foreign currency operations and control, bank accounts, etc.
3. Responsibility on cash transactions.
4. Authorization of travel documents.
5. Providing staff with information on business trips and changes in relevant legislation.

Budget Authority:

No

HAS A SAY IN n/a

SUPERVISION OF STAFF: none

REPORTS TO: Deputy Chief Accountant

COOPERATION WITH:

- All units of the organization.