



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

### **Finance Manager**

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

**PURPOSE:** To provide managerial support to the Head of Program Support Finance in the areas including: overall financial management, internal control systems, budgeting, sub-grants relevant activities and staff supervising

**Contract type:** civil agreement

#### **POSITION REQUIREMENTS:**

- 3 + years of relevant working experience.
- Practical experience in the budget analysis is a significant benefit.
- Working experience with an international non-for-profit organization in ensuring control over intended use of funds or working experience as an auditor is an advantage.
- Knowledge of accounting systems and management accounts is needed.
- Strong planning, leadership and managerial skills including: strategic thinking, effective work planning and team management on the operational level, ability to promote team spirit.
- Relevant educational background (Economics, Finance, Accounting etc.).
- Ability to maintain effective communication.
- Written and spoken Ukrainian, Russian and Upper Intermediate English are required.
- High level of computer literacy. Excellent knowledge of Excel is a must. Experience with 1C is a plus.

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](mailto:vacancy@aph.org.ua). Subject line should contain "ref: Finance Manager".

**Deadline for applications:** 6 pm, May 24th, 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.***

## DESCRIPTION OF SERVICES

**Title:** Finance Manager  
**Department:** Finance & Administration  
**Team:** Program Support Finance  
**Contract Type:** civil agreement  
**Band:** 4

### PURPOSE:

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### DUTIES AND RESPONSIBILITIES:

1. Develop the financial mechanisms for implementing granting activities by the organization.
2. Evaluate and finalize the sub-recipients budgets.
3. Provide financial support/management of Alliance sub-recipients and program activities.
4. Carry out financial audits/verification of the intended use of funds spent by Alliance sub-recipients. Prepare inspection reports. Develop recommendations to mitigate risks of non-intended use of funds as well as to remove violations (if revealed) of grant agreement between the Alliance and sub-recipients.
5. Ongoing monitoring (e.g. monitoring visits) of usage of funds for sub-recipients to comply with regulations of Alliance and relevant donors.
6. Provide advisory support to Alliance sub-recipients in all areas of financial management.
7. Work with the all units of the organization on all financial matters related to sub-granting.
8. Coordinate the work of subordinates
9. Support Head of Team in training and managing of Program Support Finance.
10. Deputize Head of Team: Program Support Finance and Senior Finance Officer when required.
11. Provide ad hoc advice to program staff on issues related to financial control and undertake other duties as required.

### AUTHORITIES

#### Functional Authorities:

Carry out financial audits/verification of the intended use of funds by Alliance sub-recipients, prepare reports on them and develop recommendations.

Leading role in preparing methodical materials for financial workshops, presentations, meetings.

Develop the financial mechanisms for implementing granting activities.

### HAS A SAY IN

Development of financial mechanisms for implementing granting activities by the organization

### REPORTS TO:

Head of Program Support Finance

### COOPERATION WITH:

- Programs department;
- Treatment unit;
- Policy and Partnership team;
- All units of the organization.