



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

Finance Director

The International Charitable Foundation "Alliance for Public Health" (Alliance) is a leading non-governmental professional organization which makes a significant impact on the epidemics of HIV/AIDS, tuberculosis, viral hepatitis, and other dangerous diseases in Ukraine in collaboration with key state partners and civil society organizations through providing financial and technical support to relevant programs covering over 300,000 members of the most vulnerable populations in Ukraine, which is the highest coverage in Europe.

JOB PURPOSE: The Finance Director is a member of the Alliance for Public Health (Alliance) senior management team (SMT) and is to lead the following teams: Accounting, Program Support Finance, Reporting & Planning, Administrative and IT. To play a key role in defining the Alliance financial strategy, overseeing the financial activities of the organization, including financial planning and monitoring cash flow, budgeting and strategic planning, analyzing financial strengths and weaknesses, developing plans for improvement, ensuring that the organizations financial reports are accurate and completed on time, recommending on risk management and how the organization manages its expenditures to achieve value for money.

REQUIREMENTS:

- At least 3 years of relevant experience of heading finance department (preferably as Finance Director) in a multimillion dollar non-profit organization or international company.
- University degree, preferably in Economics, Finance or Accounting. Membership in professional bodies such as CIMA, ACCA or other equivalent is an advantage.
- Experience in liaising with donors, governmental authorities, international institutions, auditors, as well as other stakeholders.
- Experience of managing international activities would be an asset
- Proven ability to represent organization in a range of fora, including various partner co-ordination activities in complex environments.
- Experience in development and implementation of financial strategies and policies.
- Experience of developing and implementation of relevant IT systems.
- Strong cost management skills.
- International treasury experience.
- Deep knowledge of financial and managerial accounting.
- Deep knowledge of risk management and internal controls.
- Strong program, project and people management skills to include: strategic planning, work planning and team management, proposal development and budget management.
- Excellent written and oral communication skills in Ukrainian, Russian and English.
- High level of computer skills (MS Office, 1C and finance software applications).
- Strong skills and experience of the managing professional staff.

We offer: work in a dynamic organization with encouraging working environment, attractive remuneration and benefits package, opportunities for professional and career development and growth.

For additional information on the organization as well as its programmatic activities and the positions announced, please visit our web site: <http://www.apf.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: **Finance Director**".

Deadline for applications: 6 pm, October 10th, 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 vulnerable groups devoted to Public and Personal Health issues.

JOB DESCRIPTION

Job Title: Finance Director
Department: Finance and Administration
Position Type: full-time
Band: 2

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DUTIES AND RESPONSIBILITIES:

1. Strategy and Leadership

Objective: Provide inspiration and leadership to subordinate teams and represent them at the level of Senior Management Team. Develop financial strategies and scenarios to contribute in the strategic planning process and the establishment of organization and team objectives and plans.

- Represent Finance and Administrative departments at the SMT meetings.
- Provide SMT with advice on the financial implications of program activities, interventions and initiatives.
- Provide recommendations to strategically enhance financial performance and new opportunities, including international activities of organization.
- Develop and ensure the implementation of the Alliance finance strategy providing overall leadership to system and process development across the services provided by its teams.
- Ensure value for money is achieved in the Alliance.
- Participate in the development and implementation of strategic global financial initiatives.
- Contribute towards achievements of organizations sustainability.
- Represent Finance and Administration Department at the Trustees meetings and at other external and internal fora.

2. Finance and Financial Systems

Objective: Safeguard the Alliance financial assets including donor income, ensuring that the organization meets its financial obligations and manages its financial risks. Develop efficient and effective financial accounting systems,

processes and internal controls which serve the Alliance and are in line with the Alliance global policy, the Alliance strategy, Ukrainian statutory requirements as well as meet donors' requirements.

- Develop and maintain financial systems and processes which are cost effective and which meet the needs of the dynamic organization.
- Ensure that effective internal controls are in place and ensure compliance with donors' requirements, state regulatory laws and rules for financial and tax reporting.
- Instill a risk management culture within the Finance and ensure essential procedures and systems are implemented and maintained to support the risk management process.
- Safeguard the organization's financial and capital assets including donor income and assets.
- Ensure finance works as a business partner to the organization providing relevant and timely financial information to decision-makers and supporting budget and strategy processes.
- Initiate and support development of brand-new and proven to be effective finance operations procedures and systems including Grant Management System, system of financial monitoring, system of technical support to the Alliance sub-recipients etc.

3. Statutory Accounts

Objective: Ensure the Alliance consolidated accounts are prepared accurately, in accordance with relevant accounting standards and in a timely manner.

- Oversee the implementation of procedures to control the integrity of the books of account throughout the year and to manage the accounts preparation process.
- Oversee the preparation of the year-end accounts.

4. Budgeting, Reporting and Donor Relations

Objective: Manage the Alliance budgeting process and provide the Senior Management Team, trustees and other stakeholders with accurate and timely financial management information. Establish and maintain reporting systems which allow strategic use of Alliance funds as well as accurate and timely reporting to Alliance donors.

- Oversee annual budgeting process, ensuring effective controls exist to monitor completeness, timeliness and accuracy of inputs.
- Ensure management information is prepared accurately and timely and in a format which facilitates decision making and monitoring throughout the organization.
- Establish and maintain reporting systems which allow strategic use of Alliance funds as well as accurate and timely reporting to Alliance donors.
- Oversee donor reporting procedures ensuring individual donor requirements are met as well as the needs of the program implementation teams.
- Actively participate in the proposal development process entering into negotiations with donors as appropriate.
- Support the Executive Director in soliciting funds from donors, and in negotiating favorable contractual terms.
- Ensure compliance with donor contracts and requirements (such as restrictions on the use of funds).
- Co-ordinate the Alliance's financial reporting to donor agencies.

5. Audit

Objective: Act as the focal point for the Alliance's statutory and program audits.

- Develop Terms of Reference for auditors.
- Prepare management response to the results of audits.
- Control fulfillment of audits' recommendations.
- Initiate improvements to the current finance processes.

6. People management

Objective: Management and development of department staff to support the planning and execution of strategic financial initiatives across the Alliance.

- Manage the department staff, including recruitment, evaluation and development.
- Evaluate the performance of, and provide training and development opportunities, including on job training and knowledge transfer, within the department.
- Provide leadership by delegating tasks, responding to staff inquiries and providing overall direction to direct reports.

7. Other

Objective: Provide high-level support to the Alliance Executive Director and to other senior staff members of the organization.

- Answer ad hoc queries from Alliance Executive Director and other senior staff members at the Alliance.
- Alert the Executive Director to any contingent liabilities that may arise in the actions or decisions made by the Alliance.
- Along with other Directors lead in the development of the Alliance work plans, funding requests and budgets.
- Support the Alliance Executive Director and program staff in developing funding requests and budgets related to their specific areas of work, and in assessing value for money of alternate investments.
- Review and verify proposed financial commitments and advise the Executive Director on the implications of different actions.
- Maintain good relations with the Alliance partner organizations and external agencies in a manner appropriate to the Finance Director function.

Functional authorities:

Develop and ensure the implementation of the Alliance finance strategy.

Budget authority:

Yes

Act as an authorizing director; supervise the work of Budget Holders in the Department.

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- Senior Management Team (SMT Member)
- Projects development and budget preparation
- Negotiations with Donors

SUPERVISION OF STAFF: 6 direct reports; 30 staff

REPORTS TO: Executive director

COOPERATION WITH:

- SMT
- Head of Teams