



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

### **Senior Project Finance Officer**

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.

**PURPOSE:** To provide finance and administrative support to the international projects within The International Charitable Foundation "Alliance for Public Health" (Alliance) during the onward projects implementation in all areas of financial management.

**Contract Type:** civil contract

#### **POSITION REQUIREMENTS:**

- At least 3 years of practical experience in financial management.
- Working experience with Ukrainian and international organizations in accordance with the Ukrainian legislation and the legislation of other countries to ensure control over the targeted use of funds is an advantage is a significant benefit
- Practical experience in the budget analysis.
- Practical experience in verification of intended use of funds.
- Knowledge of accounting systems and management accounts is a plus.
- Strong planning and time management skills; readiness to work overtime; ability to work with strict deadlines.
- Relevant educational background (Economics, Finance, Accounting etc.).
- Ability to maintain effective communication with a range of audiences.
- Fluent English.
- Written and spoken Ukrainian and Russian.
- High level of computer literacy. Excellent knowledge of Excel is a must. Experience with 1C is a plus.

**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.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: Senior Project Finance Officer".

**Deadline for applications:** 6 pm, November 20th, 2018.

**Expected start date:** January 2<sup>d</sup>, 2019

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.***

## DESCRIPTION OF SERVICES

**Title:** Senior Project Finance Officer

**Department:** Program

**Contract Type:** civil contract

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### DUTIES:

1. Provide maintainability/support/advise of Alliance Ukrainian and international sub-recipients (projects team) during the project cycle in all areas of financial management.
2. To provide monitoring of funds usage by project team.
3. Carry out financial review /audits/verification of the intended use of funds spent during the project implementation. Prepare inspection reports.
4. Ongoing monitoring of usage of funds for regional project teams to comply with regulations of Alliance and relevant donor.
5. Provide ad hoc advice to program staff on issues related to financial control and undertake other duties as required.
6. Attend team activities, including regular business meetings within the team and department.
7. Coordinate activities of the project team in other regions under the team supervision, if urgently required.
8. Overtake other relevant tasks set by the Head of PSF required for achievement of strategic aims.
9. Other duties as required

### REPORTS TO:

Head of PSF