



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 KPIF project within "ICF "Alliance for Public Health" during the onward project implementation in all areas of financial management

Contract Type: civil contract till 29/09/2019

REQUIREMENTS:

- At least 1 year of practical experience in financial management.
- Practical experience in the budget analysis is a plus.
- Practical experience in verification of intended use of funds;
- 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.
- Written and spoken Ukrainian, Russian and at least Intermediate English are required.
- 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. Subject line should contain "ref: **SFPO: KPIF**".

Deadline for applications: 6 pm, May 2d, 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: Finance and Administration
Contract Type: civil contract till 29/09/2019

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DUTIES:

1. Identify technical support needs of Alliance regional project teams engaged in ongoing projects
2. Provide maintainability/support/advise of Alliance consultants (project team) during the project cycle in all areas of financial management.
3. Develop SOPs for the project team financial reporting
4. To provide monitoring of funds usage by project team
5. Carry out financial review /audits/verification of the intended use of funds spent during the project implementation. Prepare inspection reports.
6. Ongoing monitoring of usage of funds for regional project teams to comply with regulations of Alliance and relevant donor.
7. Provide ad hoc advice to program staff on issues related to financial control and undertake other duties as required.
8. Conduct trainings on financial reporting in line with SOPs
9. Attend team activities, including regular business meetings within the team and department.
10. Coordinate activities of the project team in other regions under the team supervision, if urgently required.
11. Overtake other relevant tasks set by the Project manager required for achievement of strategic aims.

AUTHORITIES

Budget Authority: No

SUPERVISION OF STAFF: none

REPORTS TO: Head of Program Support Finance