



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

### Senior 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 ensure efficient functioning of the Alliance for Public Health (Alliance) accounting department and delivery of effective and friendly accounting service to Alliance staff; to assist Chief Accountant in preparing Statutory reporting; to take responsibility for preparing ad hoc reports for Alliance management staff, to perform consolidation of the financial statements in accordance with IFRS/IAS.

**Position Type:** full-time, fixed-term (for the period of maternity leave)

#### POSITION REQUIREMENTS:

- Minimum 2 years' experience with an international organization in accounting position.
- Practical knowledge of national accounting standards, international accounting and tax legislation.
- Practical experience of tax audits
- Practical knowledge of IFRS/IAS/GAAP is a plus.
- Experience in preparation/auditing of the consolidated financial statements in accordance with IFRS/IAS/GAAP.
- Qualification ACCA/CPA/CIPA or a relevant certificate is a plus.
- Working Experience in Big 4 is a plus.
- Proficient PC User. Professional user of 1C. Advanced Excel user.
- Ability to work in a team, strong leadership, good planning skills.
- Ability to think and communicate clearly.
- Ability to manage multiple tasks and meet deadlines.
- English level is Upper Intermediate.
- Strong commitment to confronting HIV/AIDS and to support NGOs activities in Ukraine

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](mailto:vacancy@aph.org.ua). Subject line should contain "ref: **Senior Accountant**".

**Deadline for applications:** 6 pm, August 9th, 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 community. Qualified people living with HIV/AIDS are particularly encouraged to apply.*

## JOB DESCRIPTION

**Job Title:** Senior Accountant

**Department:** Finance & Administration

**Team:** Accounting

**Position Type:** full-time, fixed-term (for the period of maternity leave)

**Band:** 4

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### DUTIES AND RESPONSIBILITIES:

#### 1. Accounting operations and Statutory reporting

Objective: Ensure all routine accounting operations to be in compliance with the Ukrainian statutory legislation, tax accruals are in line with the Tax Code of Ukraine. Assist Chief Accountant in preparation accurate and timely reporting to meet donors' requirements and norms of national legislation.

- Assist Chief Accountant in verification accounting entries.
- Prepare deviation analysis relevant to his/her scope of financial activity on a regular basis.
- Manage monthly and quarterly reconciliation of finance and management accounting reports.
- Assist Chief Accountant in development of changes in procedures/policies etc. according to organization's requirements.

#### 2. Accounting systems and procedures

Objective: Assist Chief Accountant to ensure work organization in accordance with accounting policies and procedures to support the Alliance activities needs.

- Within areas of responsibility maintain accounting and reporting policies, procedures and systems that will provide timely, accurate and meaningful information.
- Co-operate with all departments/teams and develop an efficient feedback and discussion of policies/procedures at all management levels.

- Monitor and analyze the changes in legislation and inform staff.

### 3. Cooperation with the third parties: Counterparties, Bank and Tax Authorities

Objective: To maintain excellent relationships with the third parties' personnel and management, ensuring efficient work and co-operative attitudes to new services/ requirements proposed.

- Establish control over payables and receivables.
- Establish control over receivables in foreign currency in order to meet currency control deadlines.
- Protect the Alliance operations from potentially significant losses both in taxation and foreign currency.
- Maintain good relations with the Alliance partner organizations and external agencies

### 4. Staff Management

Objective: Demonstrate strong knowledge of Ukrainian legislation and donors' procedures. Provide assistance and support of accounting team members, as well as all Alliance staff. Develop individual performance growth.

- Ensure the correctness of the source documents;
- Ensure the correctness of settlements for debtors, creditors;
- Ensure the accuracy of the reporting data;
- Ensure an inventory of assets, in accordance with the requirements of legislation;
- Ensure the clearance of payments in accordance with the internal procedures;
- Demonstrate a commitment to quality performance through personal example by adopting a customer-based philosophy in the level of service provided;
- Be keen to improve professional and personal skills relevant to the job through self-training and corporate training courses.

### 5. Miscellaneous

- Proceed with other tasks within accounting and controls area requested by Chief Accountant;
- Assist and substitute Chief Accountant when needed;
- Provide, through functional line management, technical and managerial leadership in order to ensure successful and uninterrupted implementation of the function;
- Along with Chief Accountant define, roles and responsibilities and identify gaps and training needs of the Alliance accounts team and work to recruit, train and mentor necessary staff;
- Undertake other duties as required.

## AUTHORITIES

### Functional Authorities:

1. Unrestricted access to all accounting software (1C: Accounting, 1C: Salary and Personnel, 1C: PSM. ME.doc)
2. Contact with IT Department in actual tasks for updating and changes in accounting software
3. Providing staff with information on changes in legislation.

### Budget Authority:

No

**HAS A SAY IN** in the initiation of changes in financial policies and procedures

**SUPERVISION OF STAFF:** No direct reports

**REPORTS TO:**

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Chief  
Accountan

**COOPERATION WITH:**

- All units of the organization.