



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

Finance Controller

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: control over proper use of financial resources of the organization.

Contract type: full-time, open-ended.

REQUIREMENTS:

- Experience in auditing / financial controlling / internal audits or financial investigations (at least 3 years);
- Excellent knowledge of accounting;
- Good knowledge of financial guidelines of international donors (the Global Fund, USAID, EU) will be an advantage;
- Ability to perform assigned tasks independently; proactiveness, personal efficiency and effectiveness;
- University degree in Finance/Accounting;
- Fluent English.

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: **Finance Controller**".

Deadline for applications: 6 p.m., May 29th, 2020.

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 Controller
Department: Finance and Administration
Position Type: full – time, open-ended
Band:

JOB PURPOSE: control over proper use of financial resources of the organization.

POSITION REQUIREMENTS:

- Experience in auditing / financial controlling/internal audits or financial investigations (at least 3 years);
- Excellent knowledge of accounting;
- Good knowledge of financial guidelines of international donors (the Global Fund, USAID, EU) will be an advantage;
- Ability to perform assigned tasks independently; proactiveness, personal efficiency and effectiveness;
- University degree in Finance/Accounting;
- Fluent English.

DUTIES AND RESPONSIBILITIES:

1. Control over proper use of the organization's financial resources, including:
 - a. Control of payments to ensure accuracy of amounts to be paid; relevance, completeness and accuracy of supporting documentation; completeness of authorizing signatures; donor's compliance (intended use of the budgeted funds; reasonableness of the payment) etc.
 - b. Assessment of the economic feasibility and financial risks of the procurement schemes (developed by the procurement and legal units of the organization);
 - c. Participation in the process of contracts authorization.
2. Ensure that value for money is achieved:
 - a. Participate in the meetings of the tender committee;
 - b. Participate in the assessment of proposals for funding submitted by sub-recipients, if necessary;
 - c. Assess efficiency and effectiveness of pilot projects, launched by the organization.
3. Supervise financial reporting and planning functions within the organization. Make sure that financial reports, financial plans and budgets are accurate and prepared in due time.
4. Receivables and payables analysis and control.
5. Monitor results of financial verification and audits at the level of sub-recipients; oversee efficient resolution of related financial issues.
6. Monitor and implement internal financial controls. Suggest areas for improvement in internal controls and processes along with possible solutions.
7. Participate in the development of financial policies and procedures of the organization.
8. Interact with independent auditors, donors, bankers, suppliers on financial matters;
9. Manage other projects, tasks for the Finance Director as requested

AUTHORITIES

Functional Authorities:

As indicated in duties and responsibilities

HAS A SAY IN

Approval of payments

REPORTS TO:

Finance Director

COOPERATION WITH:

1. Reporting and planning team

2. Accounting
3. Program Support finance team
4. Risk Management, Compliance and Internal audit unit
5. Procurement and Supply Management team
6. Legal team