

Finance Officer

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 300,000 members of most vulnerable populations, which is the highest indicator in Europe. Alliance team includes over 100 professionals who are based in Kyiv

Purpose: to provide support to ICF "Alliance for Public Health" (Alliance, APH) partner organizations (sub-recipients) during the onward granting cycle in all areas of financial management.

Contract type: civil contract till December 31st, 2021 with possibility of extension.

Core Requirements:

- At least 1.5+ years of practical experience in financial management in a non-for-profit organization.
- Practical experience in the budget analysis is a plus.
- Practical experience in verification of intended use of funds; practical experience as an auditor or an accountant is an advantage.
- Knowledge of accounting systems and management accounts is needed.
- 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 Upper Intermediate English are required.
- High level of computer literacy. Excellent knowledge of Excel is a must. Experience with 1C is a plus.

Main Responsibilities:

1. Assessment of budgets contained in proposals for funding of the organization's and finalize the sub-recipients budgets according to Alliance and Alliance donors requirements.
2. Identify technical support needs of Alliance sub-recipients in collaboration with Alliance Program Teams.
3. Provide maintainability/support/advise of Alliance sub-recipients during the onward granting cycle in all areas of financial management.
4. Carry out financial review/audits/verification of the intended use of funds spent by Alliance sub-recipients. Prepare inspection reports. Develop recommendations to mitigate risks of non-intended use of funds as well as to remove violations (if revealed) of grant agreement between the Alliance and sub-recipients.
5. Ongoing monitoring (e.g. monitoring visits) of usage of funds for sub-recipients to comply with regulations of Alliance and relevant donors.
6. Work with the all units of the organization on all financial matters related to sub-granting.
7. Provide ad hoc advice to program staff on issues related to financial control and undertake other duties as required.

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 "**Finance Officer**".

Deadline for applications: 6 pm, November 24th, 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 community. Qualified people living with HIV/AIDS are particularly encouraged to apply.

DESCRIPTION OF SERVICES

Job Title: Finance Officer
Department: Finance & Administration
Team: Program Support Finance
Position Type: Civil contract
Band: 4

PURPOSE: to provide support to ICF "Alliance for Public Health" (Alliance, APH) partner organizations (sub-recipients) during the onward granting cycle in all areas of financial management.

POSITION REQUIREMENTS:

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- Practical experience in the budget analysis is a plus.
- Practical experience in verification of intended use of funds; practical experience as an auditor or an accountant is an advantage.
- Knowledge of accounting systems and management accounts is needed.
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- Ability to maintain effective communication.
- Written and spoken Ukrainian, Russian and Upper Intermediate English are required.
- High level of computer literacy. Excellent knowledge of Excel is a must. Experience with 1C is a plus.

DUTIES AND RESPONSIBILITIES:

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AUTHORITIES

Functional Authorities:

- Evaluate and finalize the sub-recipients budgets.
- Carry out financial audits/verification of the proper/intended use of funds by APH sub-recipients, prepare reports on them and develop recommendations.
- Assist in preparing methodical materials for financial workshops, presentations, meetings.

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Proper use of funds by sub-recipients

SUPERVISION OF STAFF: none

REPORTS TO:

Finance Manager

COOPERATION WITH:

- Programs department;
- Treatment unit;
- Policy and Partnership team;
- All units of the organization.