

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 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 maintain general ledger, validates data from contributing sources, and prepares journal entries and reconciliations. To calculate compensatory monthly fee to external consultants (individuals and private entrepreneur). To generate monthly financial statements with accuracy and timeliness and to the highest professional standards.

Contract type: civil contract.

Core Requirements:

- Minimum 2 year working experience on relevant position.
- Higher education in accounting.
- Practical knowledge of national accounting standards and tax legislation.
- Proficient user of 1C Accounting 8.3, 1C Salary & Personnel Management, M.E.Doc
- High level of computer literacy. Advanced knowledge of MS office, especially Excel.
- Ability to think and communicate clearly.
- Good command of written and spoken Russian and Ukrainian.
- Knowledge of English language is an advantage
- Experience in accounting with an international organization or NGO is a plus.
- Strong commitment to confronting HIV/AIDS and motivation to work.

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 "**Accountant**".

Deadline for applications: 6 pm, October 22nd, 2021.

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: Accountant (payroll and settlements with counterparties (PE)

Department: Finance & Administration

Team: Accounting

Position Type: Civil contract

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DUTIES AND RESPONSIBILITIES:

1. Maintain records of accounts receivables and accounts payables
2. Ensure initial reconciliation of consultants' reports and documents submitted
3. Calculate fees of consultants considering deductions and withholdings
4. Ensure payroll and tax documents are accurate
5. Update general ledger and payroll files
6. Prepare accounting files and records
7. Inform relevant staff about status of settlements with external consultants
8. Ensure compliance with governmental laws in payroll accounting and taxes
9. Prepare analytical files and reports for tax authorities and audit.
10. Undertaking other reasonable and related tasks identified by the Chief Accountant as necessary for the fulfillment of strategic objectives.

AUTHORITIES

Functional Authorities:

1. Access to accounting software – 1C: Accounting, 1C: Salary & Personnel Management, M.E.Doc
2. Responsibility for payroll calculation and tax accrual and deduction.
3. Communication with budget holders, financial controller, relevant directors and other Alliance staff over payment orders, supporting documents etc.

Budget Authority: No

HAS A SAY IN: n/a

SUPERVISION OF STAFF: none

REPORTS TO: Chief Accountant/Senior Accountant

COOPERATION WITH: All units of the organization.