

Project 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 finance and administrative support to the project "Key Population Investment Found" in ICF "Alliance for Public Health" during the onward project implementation in all areas of financial management.

Contract type: civil contract till September 30th, 2022 with possibility of extension.

Core 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 Upper Intermediate English are required.
- High level of computer literacy. Excellent knowledge of Excel is a must. Experience with 1C is a plus.

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 "**Project Finance Officer**".

Deadline for applications: 6 pm, September 20th, 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.

DESCRIPTION OF SERVICES

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

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REQUIREMENTS:

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DUTIES:

1. Identify technical support needs of Alliance regional project mobile teams engaged in ongoing projects.
2. Collection and analysis of the information about forecasted costs required to ensure the project implementation for each of the teams (16 regional teams). Assessment of budgets according to Alliance and donors requirements.
3. Calculating of expenses due to the project needs for each team.
4. Creating of advance payments according to the Alliance procedures.
5. Ensuring constant monitoring of teams' utilization of funds.
6. Acceptance and verification of the additional documents due to the expenses incurred within the previously stated advance;
7. Approval of the final financial statement and payment for work of project specialists;
8. Provide maintainability/support/advise of project mobile teams during the project cycle in all areas of financial management.
9. Carry out financial review/audits/verification of the intended use of funds spent by project mobile teams. Prepare inspection reports. Develop recommendations to mitigate risks of non-intended use of funds as well as to remove violations (if revealed) of agreement between the Alliance and consultants.
10. Provide ad hoc advice to program staff on issues related to financial control.
11. Develop SOPs for the project team financial reporting.
12. Ongoing monitoring of usage of funds for regional project teams to comply with regulations of Alliance and relevant donor.
13. Provide ad hoc advice to program staff on issues related to financial control and undertake other duties as required.
14. Conduct trainings on financial reporting in line with SOPs.
15. Attend team activities, including regular business meetings within the team and department.
16. Coordinate activities of the project team in other regions under the team supervision, if urgently required.
17. Overtake other relevant tasks set by the Line Manager required for achievement of strategic aims.

REPORTS TO: Head of PSF

