

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

Finance Controller (HIV Care and Treatment)

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 facilitate and consolidate operating budget and forecasts of CDC-funded project. To assist staff involved to CDC-funded project in finance issues. To provide support to Budget Holders during preparation of budgets and forecast. Control over proper use of financial resources of the organization in line with cost principles and regulations

Contract type: civil contract

Core Requirements:

- Experience in auditing / financial controlling/internal audits or financial investigations (from 1 year);
- Excellent knowledge of accounting;
- Good knowledge of financial guidelines of international donors (USAID) 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 pm, February 17, 2022.

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.

Description of Services

Job Title: Finance Controller
Department: Finance and Administration
Contract type: civil contract

PURPOSE: To ensure the smooth functioning of the Alliance office in respect to coordination of local and international consultants' service, stationery provision, travel organization and travelers' support and general office support.

REQUIREMENTS:

- Experience in auditing / financial controlling/internal audits or financial investigations (from 1 year);
- Excellent knowledge of accounting;
- Good knowledge of financial guidelines of international donors (USAID) will be an advantage;
- Ability to perform assigned tasks independently; proactiveness, personal efficiency and effectiveness;
- University degree in Finance/Accounting;
- Fluent English.

RESPONSIBILITIES:

1. Assist Finance Controller, Reporting and Planning team and Finance director and CDC-funded project staff in any finance issues
2. 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.
3. Review and analyse actual historical data of expenses of CDC-funded project. Compare actual results vs. the logic used in budgeting. Analyse deviations of actual from budget.
4. Coordinate of costs optimization during the project implementation in order to reach maximum effectiveness from the existing interventions based on "value-for-money" approach.
5. Support functions of Reporting & Planning team to meet the Alliance Ukraine strategy.
6. Ensure proper calculations, supporting funds' request, are made on a timely basis.
7. Undertake other related tasks as necessary.

AUTHORITIES

Functional Authorities:

As indicated in duties and responsibilities

HAS A SAY IN

Approval of payments

REPORTS TO:

Finance Controller

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