

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

Finance Manager (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 provide managerial support to the HoT: Program Support Finance in the areas including: overall financial management, internal control systems, budgeting relevant activities CDC projects and staff supervising.

Contract type: civil contract

Core Requirements:

1. 3 + year working experience with an international non-for-profit organization in Finance, including at least one year of managerial experience.
2. Knowledge of financial accounting systems, preferably including practical experience implementing and operating.
3. Strong leadership and managerial skills including: strategic thinking, effective work planning and team management on the operational level, ability to promote team spirit.
4. Strong commitment to confronting HIV/AIDS and motivation to work.
5. Relevant educational background (Economics, Finance, etc.).
6. Work planning skills, ability to work independently and as a part of a team.
7. Ability to influence managers, establish and maintain collaborative partnerships and provide thought leadership.
8. Ability to think clearly and precisely articulate is essential.
9. Written and spoken Ukrainian, Russian and Intermediate English are required.
10. High level of computer skills (MS Office, 1C).

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 Manager”.

Deadline for applications: 6 pm, May 31st, 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 Manager
Department: Finance & Administration
Team: Program Support Finance
Contract type: civil contract

PURPOSE: To provide managerial support to the HoT: Program Support Finance in the areas including: overall financial management, internal control systems, budgeting relevant activities CDC projects and staff supervising.

REQUIREMENTS:

1. 3 + year working experience with an international non-for-profit organization in Finance, including at least one year of managerial experience.
2. Knowledge of financial accounting systems, preferably including practical experience implementing and operating.
3. Strong leadership and managerial skills including: strategic thinking, effective work planning and team management on the operational level, ability to promote team spirit.
4. Strong commitment to confronting HIV/AIDS and motivation to work.
5. Relevant educational background (Economics, Finance, etc.).
6. Work planning skills, ability to work independently and as a part of a team.
7. Ability to influence managers, establish and maintain collaborative partnerships and provide thought leadership.
8. Ability to think clearly and precisely articulate is essential.
9. Written and spoken Ukrainian, Russian and Intermediate English are required.
10. High level of computer skills (MS Office, 1C).

RESPONSIBILITIES:

11. Support Head of Team in training and managing of PSF Officers who accompany CDC program activities in all financial aspects.
12. Support PSF Officers and CDC program staff in planning their projects activities and ensure that no funding or implementation gaps occur, ensure timely financial review, monitoring and support of projects.
13. Work with the Programs CDC Team to design budgets and reporting forms that reflect programmatic goals and include donor restrictions.
14. Provide ad hoc advice to program staff on issues related to financial control.
15. Regularly review and provide recommendations on the current structure, procedures, systems and the capacity of the PSF unit.
16. Manage the process of review and signing financial documents.
17. Monitor spending under CDC programs to ensure compliance with donor regulations.
18. Continuously improve professional and personal skills relevant to the job through self-training and development as well as corporate training courses.
19. Undertake other duties as required.

AUTHORITIES

Functional Authorities:

Leading in preparing methodical materials for financial workshops, presentations, meetings.

Budget Authority:

NO

HAS A SAY IN

Development of budget forms for sub-recipients and control of their fulfillment

SUPERVISION OF STAFF: 2 direct reports

REPORTS TO: Head of Program Support Finance Team

COOPERATION WITH:

- All units of the organisation.