

## Senior 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 partner organisations (sub-recipients) of the Alliance for Public Health (APH) throughout the onward granting cycle in all areas of financial management. The activities relate to implementation of APH emergency response programme to support communities in their emergency response efforts and ensure people live their lives with dignity and access the required assistance in crisis conditions during the war and recovery.

**Contract type:** civil contract

### Core Requirements:

- At least 1.5+ years of practical experience in financial management in a non-profit organisation.
- Practical experience in 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 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](mailto:vacancy@aph.org.ua). Subject line should contain “**Senior Finance Officer**”.

**Deadline for applications:** 6 pm, May 26th, 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 community. Qualified people living with HIV/AIDS are particularly encouraged to apply.***

## DESCRIPTION OF SERVICES

**Job Title:** Senior Finance Officer  
**Department:** Finance & Administration  
**Team:** Programme Support Finance  
**Position Type:** civil agreement

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### POSITION REQUIREMENTS:

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### DUTIES AND RESPONSIBILITIES:

1. Assess budgets contained in proposals for funding of the organisations, negotiate and finalise the sub-recipients' budgets according to APH and donor requirements.
2. Identify technical support needs of APH sub-recipients in collaboration with APH Programme Teams.
3. Provide maintainability/support/advice 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 APH 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 APH and sub-recipients.
5. Ongoing monitoring (e.g., monitoring visits) of usage of funds by sub-recipients to comply with regulations of APH and relevant donors.
6. Work with all units of the organisation on all financial matters related to sub-granting.
7. Provide ad hoc advice to programme staff on issues related to financial control and undertake other duties as required.

**REPORTS TO:** Finance Manager