

## Finance Officer: Reporting & Planning.

The International Charitable Foundation 'Alliance for Public Health' announces external recruitment to fill the position of **Finance Officer: Reporting & Planning**.

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.

**Overall Role:** Preparation of regular financial reports to the donors and other external stakeholders, monitoring of management accounts in 1C, review actual results by vs. respective budgets. The post holder will work with Accounting team to develop and deliver appropriate financial information. S/he is involved in monthly verification of financial transactions in accounting programme, reconciliation of financial and management account, preparation of ad hoc financial reports; periodic reconciliation with donors, liaison with donors on different financial matters that have an implication on Alliance Ukraine financial reports. Provide support to Budget Holders, Project coordinators and other staff during different types of budgets and forecast preparation

**Purpose:** Provide administrative support as well as effective Finance officer to functioning of the Reporting & Planning team.

### Core Requirements:

- At least 5 years of practical experience in financial management.
- Working experience with Ukrainian and international organizations in accordance with the Ukrainian legislation and the legislation of other countries to ensure control over the targeted use of funds is an advantage is a significant benefit.
- Practical experience in the budget analysis.
- Practical experience in verification of intended use of funds.
- Knowledge of accounting systems and management accounts is a plus.
- 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 with a range of audiences.
- Fluent English.
- Written and spoken Ukrainian and Russian.
- 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 to [vacancy@aph.org.ua](mailto:vacancy@aph.org.ua). Subject line should contain " **Finance Officer: Reporting & Planning**".

**Deadline for applications:** 6 pm, October 10<sup>th</sup>, 2023.

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.***

***The International Charitable Foundation "Alliance for Public Health» applies zero tolerance policy with regard to sexual exploitation, abuse or harassment and related abuse of power or authority. It is expected that all selected candidates will adhere to the highest ethical standards and will undergo rigorous reference and background checks.***

## DESCRIPTION OF SERVICES

**Job Title:** Finance Officer: Reporting & Planning.

**Department:** Finance and Administration

**Team:** Reporting & Planning

**Position Type:** civil contract till 10<sup>th</sup> October, 2024 with possibility of extension.

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### DUTIES AND RESPONSIBILITIES:

1. Donor Reporting and Liaison (External Reporting)
  - Lead on the preparation of all types of financial reports for the Alliance Ukraine donor's, Audit Committee of the trustees, other external users of Alliance Ukraine financial reports.
  - Ensure that financial reports for donors are in accordance with donors' guidelines/regulations, established rules and procedures, and the best practices;
  - Participate in negotiation of funding agreements with donors.
  - Liaise with donors, auditors, stakeholders, and units of Alliance Ukraine in the performance of financial reporting functions.
  - Maintain archives of financial reports, and other related documentation.
  - Close work with auditors and support them, communicate with Alliance Ukraine departments during the annual audit.
2. Management Accounts (Internal reporting)
  - Oversee preparation of ad hoc financial reports for Alliance Ukraine senior and middle level management; ensuring proper costs allocation among different donors, projects.
  - Work closely with other Alliance Ukraine departments on tracking transactions and reconciliation of accounting and management records.
  - Train and supervise staff dedicated to the above duties.
3. Budgeting, Forecasting, Budget Control
  - Assists programme staff at the stage of new Project's Budget and Budget assumptions preparation, costs justification development.
  - Negotiate with donor and partners on behalf of R&P team during grant application process.
  - Participate in negotiation of funding agreements with donors.
  - Assist programme staff in analyzing the payments against budget and make recommendations on costs reallocation between projects.
  - Assists programme staff in forecast preparation.

#### 4. Miscellaneous

- Analyse all donor agreements and regulations and ensure organisation wide understanding and compliance with donors' reporting requirements (through controls, training and regular updates).
- Ensure maintaining of statutory accounts (in 1C system) in accordance with donor reporting requirements.
- Undertake other duties as required.
- Travel overseas if required, sometimes at short notice.

#### AUTHORITIES

Budget Authority: **No**

SUPERVISION OF STAFF: **No**

REPORTS TO: **Senior Finance Manager: Reporting & Planning**