

Finance Assistant (PSF)

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: Provide administrative support as well as effective assistance to functioning of the PSF and Accounting Teams.

Core Requirements:

- High relevant University Degree (Finance, Economics, Accounting etc).
- Good command of written and spoken Ukrainian, Russian and English;
- High level of computer literacy and excellent typing skills. Experience with 1C program is a plus;
- Analytical skills and attention to details. Ability to perform assigned tasks independently. Ability to meet tough and multiple deadlines.
- Working experience on the relevant position will be an advantage.

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. Subject line should contain "**Finance Assistant PSF**".

Deadline for applications: 6 pm, September 20th, 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 Assistant: PSF

Department: Finance and Administration

Team: PSF; Accounting

Position Type: civil contract till 20st September, 2024 with possibility of extension.

Background:

PEPFAR (Improving HIV Treatment Cascade for Key Populations through Differentiated Case Detection and Linkage to Care and Increased Capacity of the Center for Public Health and Strategic Information in Ukraine under the President's Emergency Plan for AIDS Relief) project supports activities aimed in HIV case finding, linkage to care, treatment and prevention programs and encourages the use of strategic information to develop the evidence-informed country response to HIV and other related socially dangerous diseases.

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DUTIES AND RESPONSIBILITIES:

- Providing assistance and general support to the Program Financial Support team
- Register and file new Grant Agreements according to the Onward Granting procedures.
- Coordinate the information flow with sub-recipients (financial reports, requests for disbursements, letters for funds redistribution, etc.).
- Handle correspondence with sub-grantees.
- Coordinate communication with sub-grantees and cross-teams
- Coordinate and organise meetings of the Alliance grantees with the PSF team.
- Take part in trainings preparation, assist during training delivery
- Coordinate PSF travelling: prepare and collect travel related documents, getting the proper authorization.
- Minute keeping of FSF Team meetings.
- Provide support during LFA review, annual audit, donor audit;
- Undertake other duties if required.

Accounting:

- Providing assistance and general support to the Accounting team;
- Managing documents and files;
- Coordination of the documentation circulation process in the "Vchasno" system;
- Keep routine unit-sustaining communication within the Alliance;
- 1c database moderation, filling in and updating directories. File and maintain archive of accounting documents in chronological order;
- Do subject filing for the activities related to the accounting team;
- Provide support during LFA review, annual audit, donor audit;
- Assist in cross team-work in accounting teams;

- Undertake other duties if required.

AUTHORITIES

Budget Authority: **No**

SUPERVISION OF STAFF: **No**

REPORTS TO: **Chief Accountant/Head Program Support Finance**