

Finance Assistant (R&P)

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 Reporting & Planning Team.

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 R&P**".

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: R&P
Department: Finance and Administration
Team: Reporting & Planning
Position Type: civil contract till 20st September, 2024 with possibility of extension.

JOB PURPOSE: Provide administrative support as well as effective assistance to functioning of the Reporting & Planning Team.

POSITION REQUIREMENTS:

- High relevant University Degree (Finance, Economics, Accounting etc).
- Good command of written and spoken Ukrainian, Russian and English;
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- Analytical skills and attention to details. Ability to perform assigned tasks independently. Ability to meet tough and multiple deadlines.
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DUTIES AND RESPONSIBILITIES:

- Providing assistance and general support to the Reporting and Planning team;
- Managing documents and files;
- Timesheets preparation;
- Reconciliation of project cash balances in management and accounting;
- Coordination of the documentation circulation process in the "Vchasno" system;
- Keep routine unit-sustaining communication within the Alliance;
- To enter Budget figures into 1C;
- Support Reporting and Planning team with donors and management reports preparation;
- 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 and R&P teams;
- Undertake other duties if required.

AUTHORITIES

Budget Authority: **No**

SUPERVISION OF STAFF: **No**

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