

Finance Officer: SKPI

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

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.

CONSULTANCY PURPOSE: to provide support to ICF "Alliance for Public Health" (Alliance, APH) partner organizations (sub-recipients) during the onward granting cycle in all areas of financial management.

CONSULTANCY REQUIREMENTS:

- At least 1.5+ years of practical experience in financial management in a non-for-profit organization.
- Practical experience in the 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, Upper Intermediate English are required.
- High level of computer literacy. Excellent knowledge of Excel is a must. Experience with 1C is a plus.

DUTIES:

- Evaluation of received budgets and applications;
- Acceptance of participation in competition commissions;
- Completion and finalization of the budgets of the competition winners;
- Entering obligations into the 1C system, creating payment and reporting documents;
- Introduction of new counterparties and project accounts into the 1C system;
- Preparation and conducting of financial mini-trainings for the winners of the competition on the specifics of project implementation and reporting;
- Preparation of financial reporting forms;
- Conducting ongoing monitoring of the project implementation status and confirmation of the intended use of the Donor's funds;
- Receiving and checking financial reports;
- Closing projects and participating in the preparation of the report to the Donor.

Contract type: Civil contract.

We offer: work in a dynamic organization with encouraging working environment, attractive remuneration and benefits package, opportunities for professional and career development and growth.

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 in English and a covering letter in English or Ukrainian to vacancy@aph.org.ua. Subject line should contain **"Finance Officer: SKPI"**.

Deadline for applications: 6 p.m., February 5th, 2024.

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.

TERMS OF REFERENCES

Consultancy Title: Finance Officer
Team: Program Support Finance
Department: Finance & Administration
Consultancy Type: Civil contract
Band: 4

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DUTIES AND RESPONSIBILITIES:

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AUTHORITIES

Functional Authorities:

- Evaluate and finalize the sub-recipients' budgets.
- Carry out financial audits/verification of the proper/intended use of funds by APH sub-recipients, prepare reports on them and develop recommendations.
- Assist in preparing methodical materials for financial workshops, presentations, meetings.

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Proper use of funds by sub-recipients

SUPERVISION OF STAFF: none

REPORTS TO:

Head Program Support Finance