

## **Vacancy announcement: Finance/Procurement Specialist**

The EU Anti-Corruption Initiative, implemented by Danida, is seeking a candidate for the position of Finance/Procurement Specialist. Working under the supervision of the Finance and Administration Manager, the selected candidate will work with the team providing financial and procurement support to the program.

You are expected to be an outstanding team player, who is ready to contribute to the programme that is in its challenging implementation phase with extensive activities.

### **Main duties and responsibilities**

- Act as focal point for day-to-day financial and procurement issues relating to the program, including but not limited to, liaising with relevant Danida departments;
- With guidance from the supervisor and in collaboration with the EUACI team, provide support in the timely processing of contracts for programme consultants/contractors;
- Prepare and closely review procurement documents to ensure they comply with Danida policies and procedures, and donor rules and regulations;
- Ensure the timely preparation and submission of all supporting documents for all financial transactions;
- Ensure the timely and efficient booking of all financial transactions into the QuickBook system;
- Provide support to the supervisor in the preparation of Project monthly/quarterly financial reports; contribute to project and/or budget revisions/audit as required;
- Prepare and regularly update inventory lists for the EUACI office;
- Ensure that a proper and transparent filing of all finance and administration documents are properly and transparently filed and updated in the EUACI office;

### **Qualifications**

- Undergraduate degree in finance, accounting, business or related field is required;
- 5-7 years of professional experience with financial and/or procurement tasks; preferably in an international organization working with donor funded projects;
- Understanding of various donor rules and regulations;
- Excellent written and verbal communication skills;
- Good knowledge of Microsoft Word, Excel and PowerPoint;
- Experience with QuickBooks highly desirable;
- Proven ability and willingness to work with day-to-day routine documents, attention to details and meticulousness;
- The ability to work under pressure with tight deadlines;
- Fluency in Ukrainian, Russian and English is required;
- Keen sense of ethics, integrity, and credibility.

**Deadline for applications:** 31 July 2018.

**Starting date:** August 2018.

**Please submit your job application** with a complete CV in English to Barbara James [barjam@ukraine-aci.com](mailto:barjam@ukraine-aci.com).