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| **TITLE:** Finance Officer | |
| **TEAM/PROGRAMME:** Finance/Admin/IT | **LOCATION:** NWAO, Chernivtsi |
| **GRADE**: 4 | **CONTRACT LENGTH:** till 31/12/2025 |
| **CHILD SAFEGUARDING:** Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | |
| **ROLE PURPOSE:** Finance Officer will provide accounting, Sub-Awards and Suppliers processing, processing Agresso systems and other financial support to Ukraine Office. Finance Officer will be primarily responsible for accounting, taxation, Sub-Awards and Suppliers processing, processing Agresso systems in compliance with the SCI financial policies and procedures and in line with local law requirements.  This person will assist in reporting to HQ, Donors and local authorities and ensuring that SCI tax obligations are fulfilled in accordance with the law and regulations of Ukraine. | |
| **SCOPE OF ROLE:**  **Reports to:** Finance/Admin/IT Coordinator  **Staff reporting to this post:** None | |
| **KEY AREAS OF ACCOUNTABILITY :**  **Planning and Budgeting**   * Ensure preparation of monthly and annual reports to local Tax Department in accordance with local law regulations and requirements. * Oversee obligations of all tax related issues including staff and contractors’ income tax, VAT (if applicable), social security payments and other tax obligation. * Continuously study, follow up and always be aware of changes and/or modification of tax legislation and report to the Finance Coordinator when such changes take place. If required, advise on changes in procedures to comply with local tax law and regulations. * Provide costing information and analysis for new proposal development   **Financial Accounting, Reporting, and Control**   * Contribute to development of expenditure procedures, procurement and control procedures; conduct relevant finance training for finance and non-finance staff. * Ensure maintenance of financial management system (Agresso), including timely posting of all transactions and reconciliation of balances. * Support the Finance Coordinator with development and adaptation of finance policies and procedures to maintain well-controlled environment and segregation of duties. * Oversee bank account and office cash reconciliations. Ensure availability of cash for the Ukraine CO programs and operations at all times. * Provide support during financial audits including internal or external audits. * Conduct training to local partners on financial management system, donor and local authorities reporting. Perform periodic monitoring visits to sub-awardees. * Support in all partners related topics, traches, clearance of finicial reports…etc.   **Staff Management, Mentorship, and Development – Support Services**   * Support the FC in recruitment of new staff members for Finance Unit. Provide guidance and on-the-job training to the new staff.   **Other:**   * The post-holder will comply with all relevant Save the Children policies and procedures with respect to child safeguarding, safety and security, code of conduct, equal opportunities and other relevant policies | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions / willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | |
| **QUALIFICATIONS**   * Degree in higher level of education, preferably in Finance Management, Accounting, Economics | |
| **EXPERIENCE AND SKILLS**   * Minimum 2 years’ relevant experience in finance, legal support, audit etc. * Excellent interpersonal skills * Excellent verbal and written communication skills in English (required) and Russian/Ukrainian * Computer literate (including working knowledge of Microsoft Office) * Excellent attention to detail, organisational skills and discretion with confidential information * Ability to work independently and proactively * Proven ability to handle challenging work load * Knowledge or experience of NGO work desirable | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | |

Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read and understood this job description and I pledge to respect it along with the SC’s Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.