**Job Description**

**Finance Expert**

**The EU Anti-Corruption Initiative in Ukraine (EUACI)**

Date: 18 March 2024

*The EUACI is launching a new phase 2024-2027 and is looking for a Finance Expert*

*At the EUACI, we are making a difference in preventing and fighting corruption in Ukraine. We are working with the main anti-corruption stakeholders. We work with the government and the parliament, the anti-corruption institutions, the Ministry and Agency of Restoration, the Integrity Cities and civil society and media. We provide strategic capacity building, institutional and legislative support. We are bringing the best international anti-corruption expertise to Ukraine.*

*If you comply with the conditions below and want to be part of a fascinating workplace with dedicated and hardworking colleagues that want to do their part to create an even better society with less corruption then send us your application to* *euaci@um.dk* *before cob 10 April 2024*

**The EUACI**

The EUACI is a joint EU and Government of Denmark financed programme aimed at supporting Ukraine in its efforts to reduce corruption at the national and local level through the empowerment of citizens, civil society and state institutions. In January 2024, a new phase of the EUACI is launched. The strategic objectives are that: Corruption in Ukraine is reduced; Ukraine advances with anti-corruption reform; and Reconstruction in war-affected areas of Ukraine is implemented within a framework that incorporates transparency, accountability and integrity.

The EUACI has four intervention areas, namely:

* Support to independent state institutions fighting and preventing corruption;
* Transparency and accountability of the reconstruction process;
* Support cities in war-affected areas in enhancing integrity in the reconstruction process;
* Civil society and media in preventing and fighting corruption.

**The position**

Title: Finance Expert

Place of service: The EUACI office in Kyiv.

Contract: We offer a contract for a fulltime position with the Danish embassy.

Conditions: A salary according to qualifications and embassy staff policy and a benefit package as for embassy staff.

Team: The Financial Expert is part of the Administration team

**Area of Responsibility/tasks**

* Act as focal point for day-to-day financial, administrative and logistic issues relating to the program and office
* Ensure timely preparation and submission of all financial information, reports and documentation to the EU and the Danish Ministry of Foreign Affairs (MFA)
* Track financial progress of projects; analyse project expenses, underline budget deviations and provide analysis
* Review, analyse and assist in preparation of cost estimates and budget proposals related to the program and program development
* Facilitate the annual program audits of the CSOs - expense verification, liaison with auditor and organisation, and follow-up on recommendations
* Conduct and participate in Financial Monitoring visits, including preparation, follow-up and report writing
* Monitor program expenditures, status of implementation, and utilisation of funds
* Ensure compliance with the budgetary framework of the program as laid out in the program document and prepare budgetary revisions when necessary
* Ensure compliance with the MFA Financial Guidelines and that internal control procedures are followed for all transactions
* Assist program experts in registering payments into the system (Navision and FMI)
* Assist program experts in preparing travel accounts
* Quality assure and approve payments in FMI
* Liaise with bank officials and SAM (Statens Administration in DK) to resolve problems or facilitate improved service.
* Assist with other duties as agreed with the Head of Administration
* Back-up for the Procurement and Accounting Expert

**Demand Profile/Qualifications**

* University degree in finance, administration, logistic or related fields is required
* 7 - 10 years of professional experience with financial and administrative tasks, preferably in an international organisation working with donor funded projects
* Understanding of various donor rules and regulations, especially EU and MFA
* Good written and verbal communication skills
* Excellent knowledge of the Microsoft office package, especially Excel. Knowledge of Navision will be an advantage
* Professional accounting qualifications like Chartered Certified Accountant (ACCA) or Certified Public Accountant (CPA) would be an advantage
* Experience with Grant management would be an advantage
* Proven ability to work independently and capacity to identify improvements to working practice, make recommendations and implement changes
* Excellent interpersonal skills and the ability to work constructively with several internal service departments
* Service-minded and helpful; creating an enabling environment, mentoring and developing partners and colleagues.
* Ability to work under pressure with tight deadlines, flexibility, good mood and a positive mind-set
* Fluency in Ukrainian and excellent English language skills is required
* Keen sense of ethics, integrity, and credibility

**Deadline for applications**

Interested candidates should submit their applications and CV to *euaci@um.dk* before close of business on **10 April 2024**. Please write in the email subject “Application for Finance Expert Position”.