**Job Description**

**Procurement and Accounting 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 Procurement and Accounting 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*](mailto: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: Procurement and Accounting 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 Procurement and Accounting Expert is part of the Administration team

**Area of Responsibility/tasks**

* Act as focal point for day-to-day financial and procurement issues relating to the program
* Prepare and draft contracts, based on Memos and other documents from Programme experts
* Advise and assist colleagues within all areas of procurement and contracts and ensure the quality of the work
* Participate in tender committee meetings
* Consult and negotiate with service providers on contractual issues
* Prepare and closely review procurement documents to ensure they comply with the Danish Ministry of Foreign Affairs (MFA) policies and procurement rules
* Advise programme management and staff on legalisation and procedure regulations on procurement activities in Ukraine
* Maintenance of the Contract Database and registration of new contracts in FMI and the database
* Ensure timely and efficient booking of financial transactions and re-classifications concerning running of the office into the accounting system
* Preparation of monthly/quarterly financial reports, incl. update and upload of all relevant documents, contribute to activity and/or budget revisions and meeting with management (RASK)
* Prepare and regularly update inventory list for the EUACI office
* Ensure proper and transparent filing of all procurement and accounting documents
* Assist with other duties as agreed with the Head of Administration
* Back-up for the Finance Expert

**Demand Profile/Qualifications**

* University degree in finance, accounting, business or related fields is required
* 7 - 10 years of professional experience with procurement and/or financial tasks, preferably in an international organisation working with donor funded projects
* Understanding of various donor rules and regulations, especially EU and MFA
* Excellent written and verbal communication skills
* Good knowledge of the Microsoft office package, especially Excel.
* Experience with accounting system is a requirement and knowledge of Navision will be an advantage.
* Experience with Grant management would be an advantage
* Professional accounting qualifications like Chartered Certified Accountant (ACCA) or Certified Public Accountant (CPA) would be an advantage
* Proven ability and willingness to work with day-to-day routine documents, attention to details and meticulousness
* Service-minded and helpful; creating an enabling environment, mentoring and developing partners and colleagues.
* Ability to work under pressure with tight deadlines
* Fluency in Ukrainian and English is required
* Keen sense of ethics, integrity, and credibility

**Deadline for applications**

Interested candidates should submit their applications and CV to [*euaci@um.dk*](mailto:euaci@um.dk) before close of business on **10 April 2024**. Please write in the email subject “Application for Procurement and Accounting Expert”.