



For our office in Kyiv, Ukraine, the Johanniter-Unfall-Hilfe e.V. International Assistance, is looking for a

Finance Coordinator

1 Year Contract (with possible extension)



Organisation Description: Johanniter-Unfall-Hilfe e.V. is a German Christian non-governmental organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. Johanniter International Assistance (JIA) is the operational unit for humanitarian aid. The Federal Headquarters (HQ) is based in Berlin, Germany. Our Global Strategy 2027 focuses on three key working areas: emergencies, health and livelihoods implementing and supporting projects with a specific focus on climate change and gender equality worldwide www.thejohanniter.org. Our commitment to a partnership approach and localisation agenda is based on mutual learning, respect and trust. We prioritise accountability, inclusivity and safeguarding in our work.

Background

Johanniter International Assistance (JIA) has been active in Ukraine for several years up to 2016 and has again resumed activities at a larger scale in February 2022 with the beginning of the full-scale war of the Russian Federation against Ukraine. JIA is implementing its humanitarian programme in Ukraine and the Republic of Moldova with several local partner organisations, mainly supporting vulnerable populations in frontline areas and IDPs with a focus on women and children. Current activities include food and voucher assistance, winterization, MHPSS, shelter repairs and rehabilitation of WASH infrastructure.

In a Nutshell

Under the direct supervision of the Head of Mission, you will be responsible for the financial management of Johanniter's programme in Ukraine and the Republic of Moldova.

What you will do:

Strategy and Vision:

- Actively supports the values of Johanniter and shapes his/her work according to these values.
- Together with the Head of Mission, ensures the development and implementation of the Johanniter International Assistance strategy in her/his area of responsibility.

Accountancy:

- Assures Johanniter's financial procedures are in compliance with government and donor financial obligatory law and regulations
- Timely preparation of monthly accounts and financial reports for donors and headquarters (monthly closing, bank transfers, monthly forecasts, cash requests,

travel claims) in compliance with donor and Johanniter procedures

- Manages bank accounts, money transfers and maintains good cash flow in compliance with guidelines of donors and Johanniter
- Supervises payment orders and improves payment procedures
- Organises and coordinates internal or external audits and ensures relevant recommendations from audits are being implemented
- Takes measures for cost controlling in consultation with the Head of Mission
- Sets-up and maintains systematic and complete filing system for all donor and audit-relevant documents (financial documents)

Budget Management:

- Prepares overhead budgets and budget revisions in compliance with financial guidelines of donors and Johanniter

- Verifies partner organisations' project budget preparations and revisions and financial reporting
- Monitors project expenditures by partners, gives relevant advice concerning financial matters and informs Head of Mission and HQ programme coordinator regularly on financial status
- Supports local partners and provides training as needed on relevant financial guidelines and processes
- Provides financial review of proposals and grant agreements/contracts prior to submission to the donors/HQ including liaising with the programmes team ensuring programme proposal correlates with organisational budget and guidelines

- manner contributing to the continuation of a positive image and overall credibility of the organization
- Proactively engages with line managers in areas where there are needs for improvement as well as to ensure good coordination and adequate information sharing, address common concerns/problems and seek solutions
- Fully adheres to JUH internal "Guideline on How to Deal with Cases of Corruption, Fraud and Conflict of Interest" and reports immediately if any irregularity (fraud, cheating, etc.) is noticed

What you bring:

- University Degree in Finance Administration / Accountancy or equivalent degree OR relevant work experience in similar position
- At least 5 years of experience in accounting, financial management in the field of humanitarian aid / development cooperation
- Experience in working with public donors
- Financial Management Skills
- Proficient user of accountancy and financial software, experience in SUN-Systems is a plus
- Fluency in English with excellent verbal and written communication skills
- Working knowledge of Ukrainian/Russian is highly desirable
- Knowledge of Ukrainian accounting rules and relevant legal requirements is an asset
- Sense of delegation and commitment to local capacity building

Cash management and monthly accounting

- Reviews the cashbooks
- Ensures the management of cash boxes (physical inventories and bank accounts, expenditure reconciliations, following up advances etc.)
- Reviews and checks all vouchers to ensure all purchase procedures are followed (RFPs, PA, and Payment Vouchers are complete and are systematically signed by authorized persons)
- Reviews and checks that expenditures are validated by the management taking into consideration all the validation thresholds of Johanniter for finance managers, Head of Missions and HQ staff
- At the end of each month, prepares the monthly cash counts and the bank reconciliations in presence of the Head of Mission.

What we offer

Remuneration: Competitive, attractive remuneration, in line with internal tariff and relevant previous experience
Benefits: 13th cheque; social security; annual leave; flexible working hours, friendly and appreciative working atmosphere

Payroll Management

- Responsible for the payroll of the Country Office
- Ensures the timely payment of statutory deductions (Social security, income tax) to various Government departments within the months of deductions and ensure these are booked accordingly in the Accounting System

If this is what you are looking for, please submit your application via staff@johanniter.de (cover letter, CV, reference contacts of 3 former supervisors, job certificates if available), stating your earliest start date and Please indicate "Finance Coordinator Ukraine" in the subject line of your e-mail.

Deadline for applications: 14 May 2024

Only short-listed candidates will be notified.

We may start shortlisting before the closing date.

Johanniter is an equal opportunity employer that values diversity, irrespective of cultural, religious, social background, gender, age, disability or sexual orientation

We strongly encourage qualified females to apply.

Johanniter employees are expected to act according to our [Code of Conduct](#) as well as our Leadership Principles. *Please note Johanniter requires **background checks (incl. criminal record and reference checks)** to protect the vulnerable and prevent abuse*

Quality Management

- Implements systems to improve transparency, ensures adequate anti-fraud procedures are in place, carries out regular inspections and spot-checks, to ensure the best use of Johanniter assets and resources

Information regarding the privacy policy for applications can be found [here](#)

Representation

- Represents Johanniter International Assistance in a positive and professional