***Job Title:*** [***Financial Specialist***](http://www.theugandanjobline.com/) ***(the Global Fund Project) of the East Europe and Central Asia Union of People Living with HIV (full-time position)***

**Issue Date: 7 October 2015**

**Closing Date: 20 October 2015**

 **Closing Time: 6 pm, Kiev Time**

***Background***

East Europe & Central Asia Union of People Living with HIV (ECUO) ([www.ecuo.org](http://www.ecuo.org)) was officially established in October 2007. As of today, ECUO unites People Living with HIV (PLWH) organizations from 16 countries of Eastern Europe and Central Asia (EECA) region. ECUO is an organization founded by PLWH for PLWH and it strives not to duplicate existing efforts at the national level, but rather, to promote PLWH human rights to open political space where their voices are heard.

ECUO strategic development plan and regional advocacy strategy, pursues the Goal of strengthening the impact of PLWH communities at local level, through regional action via effective capacity building and advocacy efforts, to improve access to timely, comprehensive, quality treatment for children and adults living with HIV in EECA.

ECUO Secretariat is based in Kiev, Ukraine.

***General Purpose of the position***

For the implementation of the Programme funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria (the Global Fund) ECUO is looking for a Financial Specialist who will provide finance management of the Programme and ensure compliance of the terms and conditions of the grant agreement with the Global Fund rules and ECUO policies and procedures.

***Duties and Responsibilities***

* Financial management of the Global Fund project’s budget implementation;
* Ensuring control for intended use of the project’s funds by Principal Recipient (PR) and all implementing partners;
* Maintenance of communications on financial issues with the Global Fund, Local Fund Agent (LFA) and implementing partners;
* Management of the accounting and disbursement needs and ensuring timely financial reporting to the Global Fund according to the contract requirements and financial audits;
* Participation in the development of the internal control systems and financial reporting for the PR, Subrecipient (SR), and Sub-subrecipients (SSR);
* Verification of the SR financial reports;
* Verification of the primary accounting documents in accordance with the contract and the Global Fund requirements;
* Coordination of issues of the budget changes with SR and ensuring the accordance of the planned spending to the actual expenditures;
* Preparation of the documentation upon the request of the Global Fund, LFA and for external audit;
* Working with the project implementation team, applying financial analysis and reports to shape work planning for the project. Provision of the actual financial information to the project implementation team upon the request;
* Participation in analysis of the project annual budget and timing, taking into account currently obligated funds, pipeline funds, and expected funds during work planning;
* Participation in the budget forecast development;
* Monitoring financial transactions to ensure receipts and payments are processed timely and in accordance to the Global Fund and ECUO procedures;
* Preparation of the funding requests to the Global Fund;
* Preparation of the monthly and annual closure of accounts and ensuring the codes system;
* Assistance to the Chief Accountant in exercising relevant internal controls in maintaining the base table of expenditures and various workflow processes;
* Advice provision to the programme staff on the application of the Global Fund policies and procedures related to funds transfers to the implementing partners;
* Verification of the procurements compliance with the Global Fund’s regulations;
* Participation in the budget development for new projects of the organization;
* Management of the organization’s administrative account;
* Participation in the financial monitoring visits, if it is necessary.

***Qualifications***

**Education:** Master university degree in Accounting/Finance.

**Knowledge, skills and abilities:**

* Demonstration of expertise and excellent track record in financial management;
* Working knowledge of the Global Fund rules and regulations preferred;
* Experience of financial reporting for project management purposes;
* Excellent verbal and written communication skills;
* Excellent interpersonal and professional attitude and conduct;
* Fluency in English and Russian;
* Experience working in 1C program accounting and computer programs: Word, Excel.

**Experience:**

Minimum five years of professional work experience in finance and accounting. Experience in the Global Fund national / regional level supported projects is an advantage. Experience in an international non-governmental organization is desirable.

Accountability:Financial Specialist is directly accountable to the Chief Accountant.

**How to Apply**

Interested candidates are requested to apply via e-mail: viktoria.bilous@ecuo.org

The application should contain:

1. Cover letter explaining why you are the most suitable candidate for the advertised position.
2. Most recent CV including relevant past experience and contact details of up to three referees.

*Only short-listed candidates will be contacted. Applications received after the deadline will not be accepted.*