

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Country Finance Manager</b>
<b>Location:</b>	<b>Kyiv</b>
<b>Reports to:</b>	<b>Operational Manager</b>
<b>Line Management:</b>	<b>Finance Coordinators, Officers</b>
<b>Contract:</b>	<b>Fixed Term</b>

### **HelpAge – delivering real impact for older people**

HelpAge International works with partners and a diverse global network of more than 150 organizations across 85 countries, supporting millions of older people to live safe, dignified and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age. Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience.

HelpAge International (HAI) has been present in Ukraine since 2014 with a total workforce of +250 people including staff and volunteers/contractors. As one of the few INGOs with an operational presence in Ukraine, we were able to respond quickly to the current Ukraine crisis with initial life-saving activities in the Donetsk and Luhansk Regions and are scaling up assistance in the Central and Western Regions of Ukraine. Our response plan includes cash assistance, food distributions, NFI distribution/ health and dignity kits, WASH, Protection and Mental Health and Psychosocial First Aid.

We are seeking passionate, talented candidates for several roles to further strengthen our country team.

### **Key areas for impact/influence and responsibilities:**

The Country Finance Manager will oversee, develop and implement the financial processes and policies of the Ukraine humanitarian response to ensure that they are relevant and are functioning efficiently and effectively; use financial reports as a tool to monitor and proactively detect risks and opportunities and bring these to the attention of management; develop staff to acquire adequate skills to perform tasks assigned to required standards in compliance with HelpAge International, local statutory and donor requirements. Perform regular field visits to identify first-hand challenges and address issues.

#### **Financial Accounting (40%)**

- To maintain effective procedures and systems for financial management, reporting and control in compliance with HelpAge International and donor requirements.
- To oversee Finance Team members to ensure monthly accounts are produced in accordance with HelpAge International monthly financial cycle process and financial policy.
- To prepare accurate financial reports according to HelpAge International and donor requirements
- To prepare accurate monthly cash flow forecast and cash transfer requests to the London office for smooth flow of operations

- Ensure monthly payrolls are processed on time.
- Ensure payments to suppliers and other contractors are processed in accordance with agreed terms and HelpAge policies and procedures; complies with donor requirements.
- Ensure all advances/prepayments are accurately recorded and accounted for within the set timeframe
- To set-up and maintain a filing and retrieval system for financial and administrative transactions in compliance with HelpAge and donor requirements.
- Liaise with local banks regarding all transactions, and supervise designated staff in carrying out HelpAge routine banking tasks.
- To liaise with Auditors (internal and external) ensuring that any recommendations and changes are fully implemented.
- Ensure compliance with Ukraine statutory and other financial obligations such as tax, levies and statutory returns
- Train partner staff in Ukraine to improve on their financial management skills

### **Management Accounting (40%)**

- To manage and oversee the budgeting, forecasting and budget review processes, liaising with budget holders and contract managers to ensure that procedures are understood, and timetables communicated.
- To share monthly Management Accounts (MANAC) to the CD as per HelpAge International monthly financial cycle and if necessary to present in the Country Management Team meetings.
- To share monthly management accounts (PMR) with budget holders for their inputs and appropriate action as per HelpAge International monthly financial cycle.
- Highlight to the Humanitarian Programme Manager, Programme Leads and Project Coordinators project financial issues which require immediate attention/action.
- To ensure effective budgetary control is undertaken for HelpAge programme in close liaison with the Country Director, Operational Manager, and Humanitarian Programme Manager, highlighting the key variances, identifying reasons for variances, and taking pro-active remedial action.
- To support programmes in developing and revising strategic master budget and financial planning
- To support programmes staff in the production of project budgets and proposals, advising on assumptions, risks and opportunities contained within the budgets
- To review and advice on the budgets of all funding proposals
- Identify the financial information needs of the programme and to set up systems to ensure that these needs are met.
- To oversee the financial year-end process

### **Admin, Coordination and Reporting (20%)**

- Oversee that all financial information in the filing system, is organized and meet HAI and donors' requirements.
- Coordinate the work of Finance team on proper documentation of all transactions filing system (both hard and soft copies) to ensure that finance is provided with all documents
- Coordinate consolidation the program assets (incl. inventories list) file in all offices and ensure that handover of assets is properly documented.
- Work with the Procurement and Logistics Coordinators/Officers to support the purchase of goods and service according to HAI and donor's rules and regulations
- Manage and support the development of the Finance Team
- Perform other financial and organizational tasks assigned by the Operational Manager/Country Director.

## Let's talk about you

You will be someone with:

### Essential:

- Qualified Accountant or qualified by experience
- Substantial relevant experience in a finance department in the field at an appropriate level, with sound understanding of working with an international NGO
- Production and interpretation of management accounts
- Proven experience of developing financial systems
- Experience of producing budgets and financial monitoring reports
- Proven ability to provide support, guidance and training to financial and non-financial managers
- Experience in review and development of financial procedures
- In-depth knowledge and experience of working with international donors
- Analytical skills, both organisational and financial
- Training skills and the ability to pass on knowledge to others
- Communication and reporting skills (verbal and in writing)
- Advanced Microsoft office skills
- Co-operative and supportive team player in a cross-cultural environment
- Able to prioritise work and meet tight deadlines
- Ability and willingness to work in difficult environments
- Fluent Ukrainian and English, written and spoken

### Desirable:

- Experience of working with local partners
- Experience of working collaboratively with INGOs
- Experience or working knowledge of ageing and the issues facing older people in emergencies
- In-depth knowledge and experience of operating computerised accounting systems
- Experience of SUN accounting system

At HelpAge International, we believe in the importance of empowering our people to be change makers and leaders at all levels. We expect our people to embrace and live our values, challenging themselves every day to identify issues that are most important to older persons and their communities, and to make an impact that matters.

In addition, as an HelpAge employee you are expected to:

- Work collaboratively, building mutual trust and respect, with external organizations and partners to achieve our strategic aims and objectives; being accountable for the work you do together
- Adapt to new directions or opportunities arising within the organization and in your work area; being flexible in your role, constantly using the feedback to learn more and evolve further.
- Lead behavioral and cultural change through embracing a supportive, collaborative and highly inclusive environment where everybody feels supported, respected and engaged
- Extend HelpAge's reach and impact, by creating and identifying new business development opportunities and building relationships with new partners.
- Lead and promote a culture of including the voices of older people across our support, convening and thought leadership roles, in a way that is transformative, empowering

and highly inclusive of those marginalized by gender, economic status, disability and other factors of discrimination.

## **Safeguarding**

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with.

Therefore you will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes, to anyone that encounters our work;
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism;
- Complying with all safeguarding framework policies and practices
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures

## **Diversity & Inclusion**

HelpAge International is dedicated to creating a diverse and inclusive environment for all its employees/consultants while extending the culture of inclusion into our work.

We believe that our workforce should reflect the wide diversity of the communities we serve, and that diverse voices should be elevated and intentionally integrated into our work. We embrace difference and diversity of identity, experience, and thought, and actively strive for inclusive behaviors across our organization and work regardless of gender, race, disability, age, nationality, ethnic/national origin, sexual orientation, religious beliefs, marital status, pregnancy, social status, and political beliefs.