

Finance Coordinator

Location	Lviv
Department	Operations
Reports to (Line Manager)	Head of Finance Ukraine programme
Contract Type	Fixed term labor contract, for 4 months with possibility of extension.

About HelpAge

HelpAge International works with partners and a diverse global network of more than 200 organizations across 99 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.

About the Job

The Finance Coordinator will report directly to the Head of Finance and will be responsible for the effective management and oversight of all financial support functions within HAI. The position ensures strict compliance with HAI policies, as well as donor regulations and procedures, across all staff and implementing partners.

Key responsibilities include establishing, maintaining, and applying robust financial control systems, procedures, and documentation; ensuring accuracy and transparency of financial records; and providing critical support to programme teams in grant management, budgeting, and financial reporting.

Key Requirement: Proven experience in producing donor reports for institutional donors (GFFO, BMZ, ECHO), with a strong understanding of their specific compliance and reporting requirements.

Key areas for impact/influence and responsibilities

Project financial management: Independently manage multiple projects, including monthly expense analysis, submission of fund requests to donors, timely utilization of funds, collection of supporting documents for audits, and maintaining regular communication with donor representatives.

Budgeting and forecasting: Prepare financial forecasts and budget amendments as required.

Performance monitoring: Conduct monthly project performance analysis using internal reports and analytics.

Partner engagement: Verify financial documents, maintain communication, and support capacity development of partners.

Reporting and analysis: Develop analytical reports to improve information sharing with external stakeholders.

Month-end closing: Support monthly financial closing by reconciling transactions and account balances, processing additional entries in the internal system.

Cost allocation: Manage allocation of fuel expenses and salary costs across projects.

Staff cost planning: Forecast and clarify support staff involvement across all projects in close cooperation with the HR department.

Head Office liaison: Respond promptly to financial inquiries from Head Office.

Donor reporting support: Assist in preparing donor financial reports, including organizing supporting documents and vouchers.

Other duties: Perform additional finance-related tasks assigned by the Head of Finance, according to organizational needs and context

Others

- Ensure the accuracy and completeness of the inventory list of each project.
- Collaborates in the due diligence assessment for new partners.
- Support during internal and external audits and ensures that relevant recommendations are implemented through a concrete action plan.
- Perform other financial and organizational tasks assigned by the Head of Finance.

Skills and experience required

Essential

- University Degree in Business Administration / Accountancy or equivalent degree.
- At least two years' experience in a similar position.
- Proficient user of office software packages and spreadsheets.
- Excellent analytical, planning, and organizational skills.
- Cultural sensitivity and team spirit.
- Good command of written and spoken English, excellent Ukrainian.
- Knowledge of Ukrainian legislation.

Mandatory Requirement

- Experience of working with NGOs, INGOs.
- Experience of reporting procedures of international donors.
- Experience using accounting software.

What we offer

- Employment contract.
- Salary in accordance with Help Age Ukraine's Salary scale depending on the experience and qualifications.
- Private medical insurance.
- 24 days of annual paid leave and other benefits according to the Ukrainian Labor code.
- Wellbeing day, the last Friday of each month between April to December is a non-working day.
- Convenient office location near the city center.

Key Behavioural Competencies

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 people and their communities, and to make an impact that matters.

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

Competencies	Description
Working Collaboratively with Others	Work collaboratively, building mutual trust and respect, with external organizations and partners to achieve our strategic aims and objectives; being accountable for the work we do together.
Adaptability and Flexibility	Adapt to new directions or opportunities arising within the organisation and in our work area; being

	flexible in our role, constantly using the feedback to learn more and evolve further.
Supporting and Facilitating Change	Lead behavioural 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	Extend HelpAge's reach and impact by creating and identifying new business development opportunities and building relationships with new partners.
Diversity and Inclusion	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 marginalised by gender, economic status, disability and other factors of discrimination.
Leading Others (for managers)	Demonstrate strong leadership to own unit/department and manage people in a well and reputable manner. Create an atmosphere of trust and an enabling environment where staff can do their best and develop their potential.

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. The post holder 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.

SAFER RECRUITMENT

All employments at HelpAge International will be subject to satisfactory references and appropriate screening checks, which can include misconduct disclosure schemes and terrorism finance checks.