

## JOB POSTING

<b>Title</b>	Accounting Assistant/Cashier
<b>Program:</b>	Partnership for Local Economic Development and Democratic Governance
<b>Location:</b>	Kyiv, Ukraine
<b>Start date:</b>	December, 2015
<b>Type of Employment</b>	Full time position
<b>Language Requirements:</b>	Fluency in Ukrainian, Russian and English

### Background:

The Federation of Canadian Municipalities (FCM) is the national voice for Canadian municipal government. FCM is dedicated to improving the quality of life in all communities by promoting strong, effective and accountable municipal governments.

The Partnership for Local Economic Development and Democratic Governance Program (PLEDDG) is a new, 6 year, program funded by FCM. PLEDDG aims to strengthen Ukraine's municipal sector by increasing capacities in 16 cities to advance local democracy and economic development. Working in 4 oblasts, PLEDDG will support Ukraine's new local government reform initiatives through 3 inter-related components that will aid in bridging the gap between east and west and between local and other orders of government.

### Major Purpose:

Under the general direction of the PLEDDG Program Director, Accounting Assistant/Cashier will work in direct collaboration with the members of the Ukraine-based PLEDDG team in Kyiv and in consultation with the PLEDDG project management team based in Ottawa.

### Key Responsibilities:

- Management of daily petty cash transactions: provide daily petty cash payments and reimbursement of travel or other expenses upon approval of the authorised manager, ensure complete transparency of all money transactions; complete supporting documentation for all petty cash transactions, including travel advances provided to the staff;

- Prepare vendors' invoices for bank payments by completing the payment orders in the online banking system and verifying the completeness and accuracy of the documents submitted for payment;
- Make records of all petty cash expenses in the project petty cash log on a daily basis and ensure their accuracy and consistency with the supporting invoices, receipts or other documents;
- Provide daily petty cash reconciliation and together with the Senior Accountant or Senior Finance and Operations Manager provide monthly petty cash reconciliation and prepare necessary documentary record;
- Assist Senior Accountant in preparing monthly finance reports according to the established format and deadlines as required by the FCM financial policies;
- Provide reimbursement of travel expenses to the participants of Project events;
- Ensure all original invoices, agreements, protocols of acceptance, receipt confirmations, timesheets and other supporting financial documents are attached to all payment transactions and properly filed, easily traceable and kept strictly confidential;
- Request the agreements from the vendors, fill in necessary information and prepare them for review and approval by the Senior Finance and Operations Manager; keep track of all agreements, ensure they are terminated or extended in a timely manner;
- Together with the Senior Accountant to perform mutual settlement of accounts with the vendors;
- Collect in-kind reports from the project staff, check them and ensure the supporting documentation is provided in full and enter the data into project in-kind monitoring system;
- As advised by the Senior Finance and Operations Manager to back-up Senior Accountant's responsibilities during her/his absence;
- Perform other duties that are consistent with the overall scope of the position as assigned by the Project management.

#### **Requirements:**

- University degree in finance and accounting
- At least 3 years' experience in accounting position and work experience with the projects of international technical assistance
- Excellent communications skills
- To demonstrate analytical and organizational skills
- Working knowledge of Microsoft Office, Microsoft Excel, Microsoft Outlook and other office related software
- To be able to function in a dynamic, high-pressure environment with multiple tasks and deadlines
- To demonstrate maturity in all interactions with colleagues within the office, as well as with the project partners, stakeholders, service providers

**Please email your cover letter and CV with "PLEDDG Accounting Assistant/Cashier" in the subject line to [office@pleddg.org.ua](mailto:office@pleddg.org.ua) by November 22, 2015.**

Only short-listed candidates will be contacted.