



**POST TITLE:**

**FINANCE OFFICER- UKRAINE RESPONSE**

## Background

ActionAid is a global federation working for a world free from poverty and injustice in 45 countries across Europe, Africa, Asia, and America. We want to see a just, fair, and sustainable world, in which everybody enjoys the right to a life of dignity, and freedom from poverty and oppression.

Our strategy is to build international momentum for social, economic, and environmental justice, driven by people living in poverty and exclusion. In practice, this means working closely with people living in poverty and exclusion, civil society organisations, social movements, and supporters.

Together, we deliver grassroots programmes, provide emergency relief and campaign for things such as women's economic rights, tax justice and climate justice. For further information, please see: <https://actionaid.org/who-we-are>

### ActionAid's Humanitarian Approach

Emergencies are a strategic priority for ActionAid. We believe that crisis and disaster-affected people have the right to assistance. Our emergency responses are guided by our Human Rights Based Approach (HRBA) and Humanitarian Signature - our federation-wide, non-negotiable approach to humanitarian preparedness, response, and recovery which all humanitarian interventions must adhere to, and which is built around the pillars of:

- Aiming for all programmes to be women- and young-people led, supporting women, young people, their organisations and networks to have more influence at the national, regional and global level.
- Shifting the power from North to South, international to local, from a male-dominated system to one where women, young people, their organisations, and networks play a central role.
- Working with communities and local organisations to hold agencies (e.g. national governments, donors and INGOs) accountable.
- Supporting community resilience to prepare for, mitigate, respond, recover, and build back better from crises. Interventions with a long-term perspective.

### ActionAid's response to Ukraine Crisis

Given the acute situation in Ukraine and its global impact, ActionAid has decided to immediately respond to the humanitarian crisis.

Building on ActionAid's existing partnerships and alliances in countries bordering Ukraine, we are setting up a local partner-led humanitarian response

focusing initially on refugees, strengthening women's and young people's leadership, and providing immediate humanitarian relief, psychosocial counselling support and prevention of gender-based violence. ActionAid Spain (Alianza) is the lead for this response, supported by the ActionAid International Humanitarian and Resilience Team (IHART) in line with ActionAid's internal emergency classification policy.

Our response will include:

- Multi-sectoral assistance to Ukrainian refugees in neighbouring host countries, including food, shelter, winterisation support, health, Non-Food Items (NFIs), livelihoods, rental support and/or water, sanitation, hygiene, both in-kind and via cash assistance; and language support.
- Multi-sectoral protection services for refugee women and girls affected by/at risk of SGBV and trafficking, including case management, protection counselling, psychosocial support, legal assistance, safe spaces, referral to specialised service providers and/or economic autonomy support.
- Multi-sectoral support to refugee girls, boys, and youth, including psychological first aid and psychosocial support; educational support, including educational kits and learning materials, provision of Cash and Voucher Assistance (CVA) to support refugee families in meeting education-related costs, and/or learning support for out-of-school children and youth; and/or child and youth-friendly spaces and recreational activities.

Target groups will include refugee women and girls affected by/at risk of Sexual and Gender-Based Violence (SGBV), trafficking and sexual exploitation; refugee children and youth (girls and boys), elderly women and men, women and girls, and men and boys with disabilities.

ActionAid has well established global safety and security systems which are supported by a global network of security focal points (SFPs). The ultimate responsibility for safety and security sits with the member/country leadership and related governance structures. About 2/3 of ActionAid's members are either members or affiliates, with their separate boards, and 1/3 are country programmes, currently supported through the governance structures of ActionAid International. ActionAid Spain (Alianza) is a member of the ActionAid federation with a separate board of governance.

## Role Overview

The purpose of the role is to manage the finance, accounting, audit and procurement of ActionAid response in Ukraine.

The role reports to the Response Finance Manager

## Main Activities

### Financial and Procurement Management:

- Assist the response team in preparing project budgets and monitoring them (in coordination with the Finance Team in ActionAid Spain)
- Prepare information required by auditors in Ukraine
- Provide reports to the Finance Advisor and Humanitarian Manager on the status of partner accounts
- Procurement competencies, including sourcing and purchasing goods and services as required
- Establish a procurement protocol for Ukraine that is in line with ActionAid's general procurement guidelines and procedures

### Accountancy and Treasury:

- Responsible for the office main cash according to ActionAid procedures
- Assist Finance Advisor to monitor partners in Ukraine: conduct check in visits after prior agreement with partners
- Prepare payment vouchers, receipts etc... according to ActionAid rules and regulations, and organise any follow up payments.
- Record transactions in cash/bank books on daily basis according to ActionAid's procedures and templates
- Upload cashbooks, track and reconcile bank statements
- Support ActionAid to find an agency to do monthly payroll for staff in Ukraine and keep organised records, assist Finance Manager with local tax calculations.
- Ensure that Action Aid financial procedures are followed
- Check balance sheet accounts: Accruals, prepayments, creditors and debtors' accounts to ensure they are balanced and correct

### Other:

- Revise, audit, and process payments in Ukraine assuring that all the supporting documentation: invoices, receipts, proof of payment, procurement docs, and or contracts, etc...are included. This will require seeking appropriate authorisation and ensuring that all supporting documents are appropriately filed.

- Any other duties that may reasonably be required, and in support of capacity building in the role.
- Implementation of the security protocol under the instructions of the safety and security lead and the organizational policies.
- Implementation and respect the internal policies of the organization, with particular importance the SHEA and safeguarding policies.

### **Location**

- The selected person will perform his/her duties in Ukraine.
- The selected person must make as many temporary transfers and trips as necessary within the response areas for the correct performance of their duties and tasks.

### **Requirements Essential**

- Relevant educational qualification
- Ability to proficiently use of Excel
- At least 3 years of demonstrable experience in similar positions in national or international development cooperation organizations, including specific and demonstrable experience in economic-financial and fiscal reporting.
- Analytical skills
- Excellent writing/ communication and computer skills
- A self-starter, requiring little supervision to prioritise tasks and produce high-quality work under pressure
- Experience of working in a diverse team and build good relationships with people at all levels and cross-culturally
- An ability to absorb and analyse information
- Excellent inter-personal and problem-solving skills and diplomacy
- Consultative and empowering working style and willingness to learn from others
- Fluency in written and spoken English and Ukrainian is essential
- A strong commitment to AA's vision, mission and values, especially the rights-based approach and the principles of equal opportunity as outlined in ActionAid's Code of Conduct.
- A strong commitment to embedding feminist leadership and ActionAid's humanitarian signature.
- A strong commitment to adhering to and promoting ActionAid's approach to Sexual Harassment, Exploitation, and Abuse and other Safeguarding concerns (including child abuse and abuse of adults at-risk)
- Understanding of and commitment to women's rights and cultural sensitivity.
- A commitment to the importance of downward accountability to rights-holders and transparency in humanitarian response.



### **Desirable:**

- Experience of working in an emergency response situation

### **Conditions**

- ✓ 6 months contract according to the organization salary scale and conditions
- ✓ Starting date: immediate hiring.
- ✓ Location: Ukraine

### **How to apply**

Applications must be submitted by email to: [rrhh@aporsolidaridad.org](mailto:rrhh@aporsolidaridad.org) with reference “**FINANCE OFFICER UKRAINE RESPONSE**” in the email subject. CV and motivation letter to be included.

*ActionAid is committed to preventing any unwanted behaviour at work, sexual harassment, sexual exploitation and abuse, lack of integrity and/or financial malpractice; We expect all of our staff and volunteers to share this commitment and our code of conduct, as well as other related policies. Only those who share our beliefs and code of conduct will be selected to work for us.*