

Helvetas is an organisation specialized in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

Helvetas has been responding to the crisis in Ukraine since March 2022. In Moldova, where Helvetas has an operational presence since 2018, we implement a cash-based assistance program for refugees and host communities. The office equally serves as a support hub for our operations in Ukraine. In Ukraine, we are in the process of building up a comprehensive response with local partner organisations. The program currently has a sectorial focus on WASH & Shelter, to be complemented with other sectoral components such as FSL.

To complement our team, we are looking for an experienced and agile humanitarian professional as

**HEAD FINANCE & ADMINISTRATION (F/M/D), 100%  
BASED IN CHISINAU / MOLDOVA  
WITH REGULAR TRAVELS TO UKRAINE (WEST, KIEV)**

The position holder will be responsible for the sound management of finance and administration for the programs in Moldova and Ukraine. Reporting to the Response Representative in Moldova, s/he will lead the Support Team and work closely with the team and partner organisations in Ukraine.

## **YOUR MAIN TASKS**

### Financial Management

- Ensure quality finance & administration systems are adapted & functioning for humanitarian programs in Moldova & Ukraine.
- Define & ensure updates of annual financial plans for the response
- Ensure accounting is maintained, incl. verification of all fund transfers, development & implementation of office & project budgets, financial & liquidity planning, financial reporting & audits.
- Supervise timely preparation of monthly budget follow-ups as well as quarterly and yearly accounts including the monthly finance & management reports
- Identify & implement financial risk management practices & lead on donor financial compliance for the project offices
- Ensure operation of bank accounts & archival systems for supporting documents are maintained.

### Partner Finances

- Visit project partners in Ukraine & Moldova to carry out financial capacity assessments (due diligence reviews). Carry out spot checks & review financial systems
- Review partner accounts & financial reporting for compliance, monitor expenses & cash flow
- Provide support to partners with trainings & other capacity building as identified

### HR

- Support representatives & HR staff in Moldova and Ukraine in recruitment of national staff
- Support HR department in management of visas/permits & logistical organization of expatriates and international consultants

- Ensure HR systems are implemented as per the organizational policies & in line with labor laws, i.e., recruitment procedures, performance reviews, salary scale, local payroll etc.

#### Administration & Logistics

- Support in regulatory matters including registration, tax obligations etc. for both offices
- Follow up on contractual agreements (house(s), office(s), vehicles etc.) & ensure timely renewal
- Ensure the smooth functioning of programme related administration
- Manage office, accommodation & supply requirements.

#### Leadership

- Lead the Finance/HR/administrative staff: Cultivating the team spirit & ensure a healthy work environment
- Line management of a team of Logistics Officer, HR Manager & Financial Officer
- Coach & support team members on the job as per their needs & requirements

## YOUR QUALIFICATIONS

- Advanced university degree or diploma in financial management and accounting
- At least 5 years' experience in a similar (international) position/level focusing on financial management with an INGO in humanitarian contexts
- Experience with Institutional donors such as SDC, UN, INTPA, SIDA, BMZ
- Demonstrated leadership & management skills: Ability to coach & support & to cultivate team spirit
- Proven familiarity with humanitarian donor requirements
- Advanced IT skills, especially 1C, Banana and/or Abacus accounting programs
- Flexible, innovative and sensitive to cultural values
- Very good oral and written communication skills in English; Russian is an asset
- Knowledge of the Moldovan/Ukrainian context is a distinguished added value
- Previous work experience in volatile environment, willingness to travel into Ukraine

## OUR OFFER

A contract for the duration of 6 months with possibility of extension. Attractive working conditions and integration in a dynamic environment and team in a family posting.

We look forward to receiving your application in English including motivation letter and CV **until October 02, 2022** via our [online recruiting portal](#).

For further information please contact Susy Chapanduka, Recruiting Manager ([susy.chapanduka@helvetas.org](mailto:susy.chapanduka@helvetas.org)) or +41 44 368 65 93, or visit our website [www.helvetas.org](http://www.helvetas.org).