

Position Title: Finance Manager

Organization: Charity Fund “Voice of Generations”

Location: Odesa, Ukraine (with possible travel to Mykolaiv and Kherson)

Reports to: NGO Director

Supervises: Accountant (if hired or engaged as consultant)

Contract Duration: 6 months (with possibility of extension based on project funding and performance)

Position Summary:

The Finance Manager will oversee all financial management, budgeting, accounting, and compliance functions of the GIZ-funded project. As a key member of the senior management team, the Finance Manager will be responsible for ensuring the accuracy, transparency, and integrity of all financial transactions. The Finance Manager will also determine the need for dedicated accountancy support and either supervise an internal accountant or oversee work delivered by an external accountant consultant. The role includes financial reporting to GIZ, internal budget monitoring, and authorization of expenditures.

Key Responsibilities:

Financial Management & Budget Oversight:

- Manage the overall financial planning and day-to-day financial operations of the project.
- Ensure that financial practices are in full compliance with GIZ regulations and internal organizational policies.
- Oversee the project budget and regularly monitor actual expenses against the approved budget.
- Ensure timely and accurate preparation of financial reports for GIZ and internal management.
- Provide financial forecasts and scenario planning to assist the Program Manager and NGO Director in decision-making.
- Review and approve all payments, purchase requests, and expense reports.
- Maintain accurate and updated financial records and ensure that all supporting documentation is audit ready.

Accounting & Compliance:

- Maintain an effective accounting system to track income, expenditure, and allocations per project activity.
- Decide, in consultation with the NGO Director, to either hire a dedicated accountant or engage external accountancy services to support project accounting.
- Oversee the work of the accountant (if applicable) to ensure correct data entry, coding, and bookkeeping.
- Ensure compliance with Ukrainian tax, financial, and labor regulations.
- Prepare for internal and external audits and ensure timely submission of audit documentation.
- Ensure regular reconciliation of bank statements, cash books, and ledger accounts.

Coordination & Support:

- Work closely with the Admin and Procurement Manager to ensure financial alignment of procurement processes.
- Collaborate with the Program Manager to ensure accurate allocation of costs to project outputs and activities.
- Provide financial guidance to project staff and lead on financial capacity building if needed.
- Represent the finance unit in senior management team meetings and contribute to strategic planning and donor communications.

Qualifications & Experience:

- University degree in Finance, Accounting, Business Administration, or related field.
- At least 2 years of experience in financial management, preferably in NGO or international development settings.
- Strong knowledge of Ukrainian financial regulations, tax law, and accounting standards.
- Experience with donor-funded projects.
- Proven ability to produce financial reports and manage budgets.
- High level of attention to detail, integrity, and confidentiality.
- Excellent organizational and leadership skills.
- Proficient in MS Excel, accounting software, and digital finance tools.
- Fluent in Ukrainian and working knowledge of English (spoken and written).