



European Union Advisory Mission for Civilian Security Sector Reform in Ukraine

Organisation:	European Union Advisory Mission in Ukraine			
Job Location:	Kyiv			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Title/ Vacancy notice	Ref.	Title of the post	Location	Available on
	<u>Locally Contracted (1)</u>			
	UALS 22	Accounting Officer	Kyiv	ASAP
Deadline for applications:	Tuesday, 4 July 2017 at 12h00 Kyiv time			
E-mail to send the App. Form:	vacancies@euam-ukraine.eu			

Eligibility criteria for all posts (Candidates must meet the following conditions by the deadline of applications):

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service.

Essential criteria for all posts:

- Meet other criteria as mentioned in the job description (e.g. educational requirements, previous professional experience, etc).
- Be physically fit to perform the duties relating to the post (such physical fitness should be attested by a medical certificate).

Other specific post-requirements criteria (e.g. knowledge, skills, etc) will be assessed during the selection process.

Applications will be considered only when using the standard Application Form to be returned in Word-format, and indicating which position (s) the candidate is applying for.

Only one application per person will be accepted.



Local staff application procedure

Organizational Unit:	EUAM Ukraine
Appointment Date:	As indicated above
Deadline for applications:	Tuesday, <u>4 July 2017</u> at 12h00 Kyiv time
Process:	<p>Application forms are to be sent in English to EUAM Ukraine, to the attention of Human Resources Unit by e-mail to the following e-mail account: vacancies@euam-ukraine.eu</p> <p>Applications will be considered only, when using the standard Application Form to be returned in Word format, and indicating which position(s) the candidate is applying for.</p> <p>Only one application per person will be accepted.</p> <p>Eligibility criteria is of outmost importance.</p> <p>It is not necessary at this stage to send copies of qualifications, previous employment contracts, etc.</p> <p>The candidates will be shortlisted based on their professional qualifications and those top qualified will be invited for tests and/or interviews.</p> <p>Other specific post-requirements criteria (e.g. knowledge, skills, etc) will be assessed during the selection process.</p> <p>At the end of the selection process, only interviewed applicants will receive selection or non-selection notifications.</p> <p>The EU strives for an improved gender balance in compliance with UN Security Council Resolution 1325. Therefore, EUAM Ukraine encourages female candidates to apply for these posts. EUAM Ukraine shall place no restrictions on the eligibility of men and women to participate in any capacity under the conditions of equality.</p>



European Union Advisory Mission for Civilian Security Sector Reform Ukraine (EUAM Ukraine)

LOCAL STAFF POST VACANCY ADVERTISEMENT

Position Code	Position Title	
UALS 22	Accounting Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/Finance Unit	Kyiv	II

The Accounting Officer will report to the Chief of Finance. As part of the Finance Unit, s/he will support the Unit and will contribute to the efficient and effective running of the Finance tasks and the Mission Support Department.

Duties and Responsibilities

The Accounting Officer will be required, in accordance with the EUAM Mandate, the Code of Conduct and General Service Conditions for locally contracted staff, to perform the following tasks:

- Examine submitted transactions, and conduct checks before processing payments;
- Processes payments in accordance with the EU Financial Regulations and Mission Standard Operating Procedures;
- Perform the accounting entries of the transactions on a daily basis;
- Responsible for preparation of cash and bank reconciliation on a monthly basis;
- Responsible for various weekly and monthly accounting and treasury reports;
- Maintain up to date and accurate information in the accounting system;
- Safe keep financial supporting documents;
- Preparation of monthly payroll for international and local staff members;
- Issue debit notes to mission members and various suppliers;
- As directed, establish and maintain working contact with local banks;
- Act as the point of contact between the petty cash custodians in Field Offices and the Finance Unit at the HQ and as custodian for HQ petty cash;
- Be responsible for the Imprest Account if appointed;
- Perform the VAT recovery related tasks and correspondence;
- Prepare finance-related documents for departing mission members;
- Store all finance related documents in designated archive area;
- Translate financially related documents from local languages to English and vice versa;
- Deal with information with confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.

Qualifications and experience

Eligibility criteria's:

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Ukrainian citizenship and/or of a (still) valid residence and work permits according to Ukrainian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;

- Successful completion of a full course of university studies attested by a degree in Finance, Economy, Public Administration or Business Administration or a relevant field, where the normal duration in the country awarded is three (3) years or more and attested by a diploma;
- A minimum of five (5) years of proven and full time experience in accounting or finance related area in the private and/or public sector.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Excellent communication skills in English, Ukrainian and Russian;
- Very good knowledge and experience of MS Office Suite Package;
- Good experience of using data for preparing reports.
- Excellent administration and organizational skills;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach;
- Experience with double entry bookkeeping;
- Knowledge and experience in the implementation of financial regulations and rules as well as accounting policies and practices;
- Ability to focus on priorities, to monitor and evaluate procedures and processes;
- Ability to deliver work on time and to agreed standards, even under pressure.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Professional qualification in Accounting;
- Professional experience with using Microsoft Navision.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members,
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Used to work on a multitude of activities at the same time and with limited supervision;
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.