

The Business Ombudsman Council is a non-governmental organization and an independent permanent advisory body of the Cabinet of Ministers, established with the participation of the EBRD, the OECD, leading Ukrainian business associations and the Government. The BOC reviews B2G complaints concerning the malpractice of state bodies.

Key requirements:

- University degree in Accounting or Finance, or Economics, or a closely related field;
- At least 4 years of directly relevant work experience.
- A comprehensive knowledge of financial management and accounting.
- A comprehensive knowledge of HR management.
- Excellent command of English and Ukrainian, both written and spoken, together with the ability to draft in English and Ukrainian to a very high standard.
- Experience in budgeting, organizational management, or grants management will be an advantage.
- Experience working in non-profit organizations will be an advantage.

Duties:

- Support in preparing data for the formation of financial reports.
- Support in preparing quarterly reports.
- Support in preparing budget plans, budget revision, monitoring and ad hoc budget and finance related forecasting and reporting.
- Control over receiving primary documentation from suppliers and transferring it to suppliers.
- Working with copies and originals of financial documents.
- Organizing and verifying invoices and acts of completed work.
- Maintaining records of financial documentation in electronic and paper formats.
- Other related daily work as required.

What we offer:

- Fixed-term employment contract.
- Competitive salary pegged to the USD exchange rate.

- Health insurance after the probation period.
- Paid annual and sick leave.
- Military exemption for male employees.
- Training and professional development.
- Semi-remote type of work.

All interested candidates are encouraged to apply by emailing their CV (not exceeding 2 pages) along with a Motivation Letter in English with the subject line «Vacancy of Accounting (Finance) Assistant» to tamara.kalapa@boi.org.ua

Please note that only shortlisted candidates will be contacted in the next stage of the process (which include a written task and an interview).

Please note that we will not consider candidates with work experience in state or municipal authorities and businesses within the scope of their administration for previous at least half a year.