



Building Capacity and Opportunities for Change

Agriteam Canada Consulting Ltd., an international consulting company is seeking candidates to fill the following position on International Technical Assistance Project funded by the Government of Canada

- Finance Assistant

Finance Assistant will be expected to:

- Prepare monthly Accounts Ledgers and vouchers;
- Maintain Cash Box and all associated accounting;
- Review and ensure that all expenses are in accordance with approved budgets, donor regulations, and organization's policies;
- Ensure that adequate supporting documentation is available for all income and expenses;
- Facilitate bank transfer payments through on-line banking system;
- Conduct payment/reimbursement of cell phone, utility bills and office charges;
- Process Expense Claims for all personnel and Ukrainian consultants;
- Draft Field advance form;
- Translate all receipts into English;
- Scan vouchers and other financial documents and send them to the Head Office in Canada;
- File, keep a register and maintain in order all Project documents, both paper and electronic versions (Timesheets, Contracts with Suppliers and Partners, HR Documents);
- Assist the staff in providing them with relevant information regarding the financial aspects of their daily work;
- Order furniture, equipment, supplies, etc.;
- Make sure that all procurement follows the procurement guidelines;
- Prepare and update Procurement log;
- Backstop Administrative Assistant and Administrative Officer as needed;
- Perform other related tasks as assigned.

The closing date for applications is December 05, 2016

Please, submit your CV and Cover letter to vitalinai@agriteam.ca