



## TERMS OF REFERENCE

### Operational Manager / Accountant

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#### **Background:**

Non-governmental union "Foundation for support of reforms in Ukraine" is an independent, non-governmental union that has been founded by National Reform council and European Bank for Reconstruction and Development in 2015.

The objective and primary goal is to promote the development of Ukraine and improve the material well-being of its citizens by supporting the development and implementation of reforms in Ukraine.

The organization is financially backed by the other international funders and separate Ukrainian and foreign organizations. All launched initiatives and implemented projects are published in the Foundation annual reports and brief graphical reports in the course of the year.

#### **Purpose of the Assignment:**

Under direct supervision of the Foundation Chief Accountant, the Operational Manager / Accountant support the Foundation in the delivery of the EBRD financed projects, including but not limited to the assistance provided under the New Reforms Architecture of Ukraine, as well as for the Financial Sector Reform. The post holder needs to deliver effective, highly competent projects support and in a person-centred environment which promotes positive relationships.

#### **Scope of work and tasks:**

- Assist in preparation of contracting documentation;
- Assist in preparation of payments and all the financial supporting documents;
- Assist in different types of reports preparation;
- Ensure package of experts supporting documents are in place on a monthly basis;
- Carry out administrative tasks and provide logistical support, as required, related to the secondment mechanism;
- Assist to a Chief Accountant;
- Keep track of the Projects related information and its constant update.

#### **Preferred Qualifications and Skills:**

- At least Bachelor's degree in a relevant sphere, ideally in economics, public administration, law or other relevant field.
- 2 to 3 years of similar position experience.
- Working experience with technical assistance projects in the field of democratic governance, economic growth and combating corruption is an advantage.
- Ability to handle multiple tasks, to work under pressure and to meet tight deadlines.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to work as a team.
- Oral and written fluency in English, Ukrainian and Russian.
- Excellent planning, time management and analytical skills, attention to details.
- Good knowledge of Microsoft Office programs (including PowerPoint and Excel).

**To apply:**

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on January 30th, 2017 to the following address: prsm@fsr.org.ua. We do not welcome unsolicited phone calls.

All submissions must include:

- 1) Applicant's CV (in English);
- 2) Applicant brief letter of interest indicated related experience and achievements.

Please ensure to state Operational Manager / Accountant in the e-mail subject line.

Applications received after the indicated deadline or without letter of interest will not be reviewed and considered.

*Shortlisted candidates will be contacted after January 31, 2017.*