

Support Services Officer (Partner Finance Monitoring) - Kyiv or Dnipro

Who are we?

DanChurchAid (DCA) is a Danish humanitarian, non-governmental and non-profit organisation that has been operating in Ukraine since 2022. In Ukraine, DCA has a joint country programme with Norwegian Church Aid (NCA), forming the Joint Country Program Ukraine (JCPUA) which focuses on various humanitarian activities, including Humanitarian Mine Action, WASH, Livelihoods, Group Cash Transfers and Protection.

POSITION OBJECTIVES

Under the supervision of the Support Services Coordinator, the Support Services Officer will assist in support local partners and project managers on donor support services compliance requirements, including budgeting and reporting, and ensure deadlines and requirements are met.

Regardless of the content of this job description the employee is expected to participate in any task necessary for the organization always delegated by the manager.

RESPONSEBILITIES

- Provide support to partners and budget holders in the preparation of project budgets and follow-up on financial monitoring issues.
- Support the preparation and facilitation of Kick-off Meetings with partners from the Support Services perspective, covering Finance, Procurement, Logistics, HR and Administration.
- Work closely with partners and project teams to ensure that relevant donor requirements, DCA procedures and compliance standards are clearly communicated and understood.
- Receive, review and analyse monthly, quarterly and annual financial reports and forecasts submitted by partners.
- Analyse partners' Budget vs. Actual (BvA) reports and identify significant variances, trends and areas requiring follow-up.
- Assist in the verification of supporting payment documentation submitted by partners to ensure the eligibility, accuracy and compliance of project expenditures with DCA procedures and donor requirements.
- Conduct monitoring visits to partners to review supporting documentation and provide guidance in identifying and addressing weaknesses.
- Provide support and guidance to partners in addressing Support Services-related queries and challenges.
- Identify capacity gaps within partners' Support Services functions and contribute to the development of appropriate capacity-building measures.
- Contribute to donor compliance training and capacity-building activities for partners based on identified needs and assessment findings.
- Organise and coordinate Support Services-related trainings and learning sessions for partners.
- Other tasks assigned by the line manager.

REQUIREMENTS:

- Master's Degree in Finance, Economics, Accounting or a related field, with at least 3 years of relevant experience.
- Experience in the NGO/non-profit sector is an advantage.
- Experience working with local implementing partners is highly desirable.
- Good knowledge of Ukrainian legislation, particularly in taxation, payroll, employment

and financial matters.

- Understanding donor requirements and compliance standards is an advantage.
- Ability to manage multiple projects and tasks simultaneously and meet deadlines.
- Strong analytical, communication and interpersonal skills.
- Strong attention to detail and ability to analyse data, identify gaps and compliance issues.
- Ability to work independently with minimum supervision.
- Ukrainian – fluent; English – Upper Intermediate.
- Strong Excel skills.

BONUSES:

- A fixed-term employment contract in accordance with current Ukrainian legislation, which may be extended subject to funding availability and performance.
- Competitive salary in the NGO sector.
- Interesting and unique experience in the field of humanitarian aid.
- A dynamic, flexible and friendly working environment that will give you freedom in your work and support to achieve success, as well as opportunities for career growth.
- Medical insurance
- All public holidays - DAYS OFF
- English courses
- Reservation of military conscripts

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.

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Only applications submitted through our recruitment system will be reviewed.

Please note! According to current legislation, citizens of Ukraine who are subject to military service are required to provide a valid military registration document when applying for employment.