



FINANCE ASSISTANT

The Energy Security Project (ESP) is a five-year project funded by the United States Agency for International Development (USAID)¹ and the largest USAID project in Ukraine so far. The ESP is implemented by a USAID Contractor, Tetra Tech ES, Inc., a California-based leading provider of services in the areas of water, environment, infrastructure, resource management, energy, and international development.²

The ESP mission is to enhance Ukraine's energy security, improve the energy legal and regulatory environment in the country, and increase the resilience of Ukraine's energy supply. This will help to support country's economic development and sustain its democracy. ESP is working closely with the Government of Ukraine (GOU) to develop competitive energy markets. By doing so, ESP will facilitate private sector-led energy investments to provide affordable, reliable, resilient, and secure energy for all Ukrainians.

POSITION SUMMARY:

Tetra Tech ES, Inc. implementing the USAID Energy Security Project is looking for a **Finance Assistant** who will be responsible for a timely provision of financial and logistical support to all program financial, accounting activities and for the implementation of financial systems, procedures and policies. The Finance Assistant will ensure coordination and effective sharing of information and resources within the department.

The Finance Assistant will work cooperatively with project Finance Manager, employees, short-term consultants, and partner organizations to contribute to the success of the program. This position will report to the Finance Manager and work closely with the entire project team to plan, coordinate, and track program support services and activities. This is a full-time position located in Kyiv, Ukraine.

**Please note: Only citizens of Ukraine are eligible for this position. **

RESPONSIBILITIES:

- Prepare payment requests for Procurement Team, ensuring that all back-up documentation and approvals are available for transactions;
- Keep and monitor maintenance of a system for filing and archiving of all relevant financial, contractual, and personnel documentation, including scanning accounting files;
- Review supporting documents packages of the transactions and proactively identify errors and/or missing documentation to ensure compliance of financial documentation;
- Assist the Finance and Operations Teams with ensuring all financial documentation is filed (securely) both in hard copies and scanned/saved in project digital files;
- Prepare letters, correspondence, requisitions, and other forms of documents of consequence to be signed by management;

¹ <https://www.usaid.gov/>

² <http://www.tetratech.com/en/markets/international-development>



- Assist with occasional auditing of expenses, serve as a back-up for issuing payments to vendors;
- Liaise with Short-term Consultants to collect all back-up documentation;
- Performs other tasks as assigned by the Finance Manager, Operations Director, or independently which are consistent with his/her qualifications, the Scope of Work and the general ESP's requirements.

OTHER DUTIES AS REQUIRED. QUALIFICATIONS:

- Bachelor's degree, preferably in Accounting, Finances or Business Administration;
- Minimum (1) year of relevant experience;
- Prior experience with USAID-funded projects is strongly preferred;
- Demonstrated and in-depth knowledge of administrative systems;
- Highly motivated, energetic, independent, self-starter, with strong customer service orientation;
- Highly organized with keen attention to detail and ability to prioritize multiple responsibilities;
- Proficiency in computer applications including MS Office: Word, Excel;
- Strong communications skills – both oral and written;
- Fluency in English, Ukrainian, and Russian required.

To apply: Please submit a CV in English and a brief cover letter with the title of the position in the subject line to UESPjobs@tetrattech.com

There is no deadline associated with this position, Tetra Tech may fill the position when a qualified person is found. Only candidates who have been selected for an interview will be contacted.

To find more about USAID Energy Security Project, visit the Project website <https://energysecurityua.org>, follow us on Facebook <https://www.facebook.com/usaidesp/>, LinkedIn <https://www.linkedin.com/company/energysecurityua/> and [Youtube](#)