

FINANCE SPECIALIST

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. ESP is currently in the third year of implementation and will run through June 2023.

POSITION SUMMARY:

Tetra Tech ES, Inc. implementing the USAID Energy Security Project is looking for a **Finance Specialist** 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 Specialist will ensure coordination and effective sharing of information and resources within the department.

The **Finance Specialist** 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:

- Liaise with short-term consultants to execute payment calculations, prepare acts of acceptance in a timely manner and collect all back-up documentation. Review agreements with short-term consultants paid through GDIP;
- Coordinate with GDIP on long-term and short-term personnel' issues and requests, including vacation and sick leaves;
- Prepare and distribute templates of timesheets and leave request forms, revise the submitted timesheets;

¹ <https://www.usaid.gov/>

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



- Work with time calculation file – enter timesheet data (worked hours, used annual leaves and sick leaves), analyze annual leave and sick leave balances. Analyze and track annual leaves used under ESP personnel policy and through GDIP;
- Prepare payment requests for Procurement department, ensuring that all back-up documentation and approvals are available for transactions;
- Keep maintenance of a system for filing and archiving of all relevant financial documentation related to Subcontracts, Grants and Short-Term Consultants transactions, including scanning accounting documentation. Making sure the originals are provided after closing the financial period;
- Performs other tasks assigned by Finance Manager, Operations Director, or independently which are in line with his/her qualifications, the scope of work and the general ESP's requirements.

QUALIFICATIONS:

- Bachelor's degree, preferably in Accounting, Finances or Business Administration;
- Minimum three (3) years 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](#)