

The American Chamber of Commerce in Ukraine is looking for Operations and Finance Director

Position is available immediately

Main duties

Plan, organize, direct, control and evaluate the general operations of the American Chamber of Commerce in Ukraine, and supervise staff team working in Finance, Accounting, IT and Administrative functions:

- **Finance**
 - Responsible for the overall financial policy of the Chamber, including both the Finance and Accounting departments
 - Develop and implement the financial reporting systems, policies and procedures of the Chamber
 - Lead the financial planning and budget process, manage the Chamber's cash flow and forecasting, efficiently allocate the Chamber's resources
 - Act as liaison between the Chamber and external financial analysts, auditors and regulatory authorities to ensure annual audit and monitoring is carried out
 - Responsible for US accounting and financial reporting to ensure compliance with the US tax requirements
- **Administration**
 - Direct administrative services in providing facility management, equipment and office supplies, purchasing, logistics services, etc.
 - Plan, administer and control budgets for contracts, equipment and supplies
 - Develop, implement and supervise compliance with the administrative policies, systems and procedures of the Chamber
- **IT**
 - Oversee the Chamber's IT infrastructure (networks and computer systems) to ensure optimal performance
 - Plan IT development and necessary resources, approve purchases of technological equipment and software and establish partnerships with IT providers

Employment requirements

- A degree in business administration, economics, commerce or a related field
- At least 5 years of progressively responsible experience in senior level position, preferably in finance

Essential Skills:

- Knowledge of financial management and project management
- Solid analytical and organizational skills with a strong strategic focus
- Ability to translate strategy into tangible implementation plans and hard deliverables
- Robust interpersonal, mentoring and managerial skills
- Fluency in Ukrainian and English
- Advanced computer skills
- Experience of working in the Representative offices/NGOs would be an advantage

We offer:

- A competitive position in a dynamic, fast-paced work environment
- Individual and professional growth opportunities
- Competitive remuneration
- Additional benefits, based upon performance, may include full medical insurance, accident life insurance, extra vacation week upon annual review results, etc.

Qualified candidates are expected to send their applications **by October 15, COB** to asemotyuk@chamber.ua

Only shortlisted candidates will be contacted and invited for an interview.