



Vacancy for Accountant (Finance Officer)

Vacancy Posting Date: 17 March 2026

Contract: Full or Part Time

Duty Station: Kyiv Office

Job Summary:

The Accountant is responsible for maintaining accurate accounting and tax records for the organization in accordance with Ukrainian legislation, CAMINO financial procedures, and donor requirements. The position supports financial transparency and accountability through proper bookkeeping, documentation control, and financial reporting across grant-funded projects.

Essential Duties and Responsibilities:

1. Accounting and Financial Management

- Maintain full accounting records of the organization in accordance with Ukrainian accounting and tax legislation, including VAT regulations, and in line with project and grant structures.
- Ensure accurate recording of financial transactions in the accounting system (BAF) and maintain up-to-date accounting records.
- Manage accounts payable processes, including verification of invoices, reconciliation with suppliers, and monitoring of outstanding balances.
- Review supporting documentation submitted for payment (invoices, acts of services, delivery notes, and other financial documents) to ensure accuracy and compliance with organizational policies.
- Process payments through the client-bank system and ensure accurate recording of bank transactions and reconciliation of bank statements.
- Prepare and maintain financial documentation in both electronic and paper formats in accordance with organizational document retention procedures.

2. Tax Compliance

- Insure timely calculation and payment of all applicable taxes, fees, and mandatory social contributions in accordance with Ukrainian legislation.
- Prepare and submit tax reports and maintain compliance with tax regulations applicable to non-profit organizations.
- Monitor changes in tax and financial legislation and ensure organizational compliance.

3. Fixed Assets and Inventory Accounting

- Maintain accounting records for fixed assets and low-value non-current assets (MNMA) in accordance with national accounting standards.
- Prepare internal primary documentation related to fixed asset acquisition, movement, and disposal.



- Calculate depreciation based on the selected depreciation method and monitor useful life of assets.
- Participate in annual physical inventory of fixed assets and low-value assets and ensure accurate recording of inventory results in the accounting system.
- Maintain accounting records related to fuel usage and ensure proper documentation and write-off within the BAF system.

4. Humanitarian Assistance Accounting

- Maintain accounting records related to humanitarian and charitable assistance in accordance with national accounting standards.
- Provide financial data related to humanitarian assistance distribution across grant-funded projects.
- Prepare monthly reports on the availability and distribution of humanitarian assistance.

5. Coordination and Administrative Support

- Coordinate with internal departments to ensure proper financial documentation for procurement, logistics, and program activities.
- Ensure accuracy and completeness of financial documentation related to procurement and transfer of goods, materials, and humanitarian assistance.
- Support internal and external audits by providing requested financial documentation and explanations.
- Maintain organized financial records to ensure transparency and audit readiness.

Qualifications:

- Adheres to CAMINO's values of humanity, integrity, collaboration, and excellence.
- A higher university degree in a relevant field (Finance & Accounting)
- Minimum 5 years of experience in financial management, preferably in an international NGO or humanitarian context.
- Strong knowledge of financial management systems, accounting principles, and donor compliance requirements.
- Demonstrated experience in internal controls, audit preparation, and risk management.
- Proficiency in Microsoft Excel, Word, confident user of the BAF program.
- Knowledge of the Labor Code of Ukraine, labour and tax legislation.
- Experience with electronic document management, M.E.Doc, Vchasno, client-bank.
- Fluent in Ukrainian; the advantage will be good working knowledge of English.
- Strong organizational skills, attention to detail, and ability to work with multiple tasks simultaneously.
- Good analytical and problem-solving skills.

Preferred Qualifications:

- Prior experience working with NGO



- Experience in capacity building and training of partner organizations on financial management.
- Familiarity with financial systems and reporting requirements.

Working Conditions:

- This position will be based in Kyiv

Disclaimer: This job description is not intended to be all-inclusive. The employee may be required to perform other duties as assigned. This job description is subject to change at any time.

All applications will be carefully reviewed; however, only shortlisted candidates whose qualifications closely match the position requirements will be contacted. CAMINO is committed to fair and transparent recruitment practices. Ethical conduct, integrity, and adherence to the organization's values form an essential part of each employee's annual performance evaluation.

All candidates will be required to pass a reference check.

To apply for this position, please send your CV and a cover letter to HR@camino.ngo.

We sincerely thank all candidates for their interest in our organization.

Please note that only shortlisted candidates will be invited for an interview.

Vacancy Status: Open