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Rome, 02/04/2026

SELECTION NOTICE for an Administrative and Financial Officer

NEXT UA PROJECT (AID 013244/10/6)

Subject: Selection notice for one Administrative and Financial Officer for the project NEXT UA (AID 013244/10/6), funded by the Italian Agency for Development Cooperation (AICS).

1. Context

Progetto Sud ETS (www.progettosud.org) is an Italian non-profit organization engaged in international cooperation and social development initiatives. It is registered in Kiev, Ukraine as a non-profit association (Representation of the Organisation Progetto Sud in Ukraine) since March 2024. Within the framework of the NEXT UA Project (AID 013244/10/6), funded by the Italian Agency for Development Cooperation (AICS), Progetto Sud is currently looking for a qualified Administrative and Financial Officer to support project implementation in Ukraine.

2. NEXT UA Abstract

The three-year “[NEXT UA](#)” project, started in December 2025, is designed to support the recovery and modernization of Ukraine by fostering the socioeconomic inclusion of vulnerable young people and women aged 18 to 35 in the Kyiv oblast and city. In response to the severe impact of the war, the initiative promotes access to decent employment and self-entrepreneurship opportunities in the digital technology sector, contributing to Sustainable Development Goal 8.

The project adopts an integrated approach that combines skills development, empowerment, and targeted support measures to facilitate beneficiaries’

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reintegration into the labour market and social fabric. It emphasizes the importance of addressing both professional and psychosocial needs, strengthening individual resilience and enabling participants to actively contribute to the country's reconstruction process.

Through collaboration with public and private stakeholders in Ukraine and Italy, "NEXT UA" also aims to enhance cooperation, knowledge exchange, and innovation in the field of training and entrepreneurship. Overall, the project contributes to building a more inclusive and resilient socioeconomic ecosystem, aligned with labour market demands and capable of supporting sustainable growth in the post-war context.

3. Characteristics of the Assignment

- **Type of contract:** Fixed-term or Civil Law Contract (CLC) under Ukrainian Law
- **Work modality:** Full-time – Hybrid/blended working context (office-based in Kyiv with remote working flexibility)
- **Duration:** 12 months, with possibility of extension
- **Compensation:** EUR 1.400€ employer's gross, all-inclusive cost per month
- **Start date:** As soon as possible.

4. Candidate Profile

The Administrative and Financial Officer requires technical expertise in grant management, procurement, and financial reporting. As the Lead Partner's team member, he/she must possess high-level coordination skills, analytical thinking, and the ability to supervise multi-partner budgets. The role demands extreme precision, integrity, and the leadership necessary to align different partner organizations with the Donor's regulatory standards. The Officer will receive ongoing supervision and capacity-building support from the Project Manager, who will oversee and validate all key financial processes and reporting before consolidation at HQ level in Rome. Key tasks also include assisting in

coordinating office procedures, managing inventory and supplies, scheduling meetings, maintaining records, and assisting with financial, HR, logistic procedures. Working closely with the Project Manager, the Officer represents the first level of review and verification of administrative-financial documents along with supporting materials related to the Project before the consolidation phase with Progetto Sud at HQ level in Rome.

Core Knowledge & Technical Skills

- **Accounting & Grant Management:** Deep understanding of financial reporting standards and Donor-specific eligibility rules.
- **Financial Monitoring:** Ability to track expenses and support budget monitoring across project partners.
- **Procurement:** Familiarity with procurement procedures, service/supply contract management, and tender rules.
- **Compliance & Audit:** knowledge of tax laws and the ability to build an "audit-ready" filing system for the whole consortium.
- **Software Proficiency:** Expert use of accounting software and advanced Excel for budget forecasting.

Key Competencies (Enabling Skills)

- **Coordination & Leadership:** Guiding partners' administrative staff to ensure timely and compliant financial submissions.
- **Analytical & Strategic Thinking:** Detecting financial risks, managing budget reallocations, and identifying discrepancies in partner reports.
- **Problem-Solving:** Resolving complex administrative bottlenecks and contractual disputes.
- **Communication:** Acting as the liaison between Progetto Sud (as Lead Applicant), the Partners, and the Donor.
- **Attention to Detail:** Ensuring accuracy of financial documentation and supporting evidence to prevent ineligible costs.
- **Technical Proficiency:** Proficiency with Microsoft Office Suite, accounting tools
- **Self-Management & Resilience:** Organizing workloads under tight reporting deadlines and managing high-pressure administrative cycles.

- **Leadership & Teamwork:** Collaborating with teams and guiding decision-making.

Minimum Education & Experience Requirements

- **Bachelor's degree** in accounting, Finance, Business Administration, Economics, or a related field (or equivalent professional experience).
- **Minimum 2 years of relevant professional experience** in administrative and/or financial roles, preferably within donor-funded projects or NGOs.
- **English language:** strong written and communication skills for drafting reports and communicating with staff and partners
- **Ukrainian language:** native or professional proficiency (C1/C2) is required for managing local contracts, legal compliance, and liaison with local authorities, stakeholders and partners.
- Basic knowledge of donor compliance and financial reporting requirements is an asset.
- Experience working in multicultural teams is desirable.

5. Main Tasks and Responsibilities

- **Lead Applicant Support:** Proactively assist Progetto Sud, as Lead Applicant, in achieving project goals through sound financial planning and resource optimization.
- **Partnership Financial Coordination:** Supervise and validate financial documents and reporting from all project partners.
- **Financial Assistance:** Assisting with budgeting, tracking expenses and bookkeeping.
- **HR support:** assisting the Project Manager through the HR recruiting process to be included under the Progetto Sud office (Kyiv)
- **Budget & Resource Monitoring:** Perform rigorous monitoring of project budget resources, including cash flow management and bank reconciliations.
- **Procurement Support: Assist in the preparation and documentation of procedures for goods and services,** support PM in managing the the entire lifecycle of job, service, and supply contracts, ensuring transparency and

compliance.

- **Consolidated Reporting:** Assist in preparation of comprehensive Mid-Term and Final Financial Reports, consolidating inputs from the entire consortium.
- **Records & Archive Management:** Maintain the official project master file (physical and digital), ensuring all administrative and financial records are securely archived and accessible for audits.
- **Liaison with Donor:** Support the preparation of documentation required by the Donor.
- **Liaison with Progetto Sud at HQ:** Cooperating with the HQ in Rome (mainly with the Coordinator and Administrative HR at desk level) through a fluid and constant communication in order to achieve all the goals and objectives planned.
- **Coordination:** in the framework of the NEXT UA project, the Administrative and Financial Officer will be coordinated by the Project Manager along with the Country Representative in Ukraine.

6. Application Submission

Progetto Sud ETS will evaluate all applications based on the principles of equity and transparency, focusing on the candidate's technical competence, professional experience, and the quality of the submitted documentation.

Interested candidates should submit:

- An **updated CV** (maximum two pages)
- A **cover letter in English**

Applications should be sent to kyiv@progettosud.org no later than 19/04/2026, specifying in the subject line: "Administrative and Financial Officer - NEXT UA – Name Surname".

Applications will be reviewed on a rolling basis. Progetto Sud reserves the right to close the vacancy and conclude the selection process before the April 19 deadline if a suitable candidate is identified. Only shortlisted candidates will be contacted for an interview.