

DIGNITY – the Danish Institute against Torture is seeking an Operations and Finance Officer for our Country Office in Kyiv

Do you have experience in finance and operations and do you want to use your skills to support a human rights and development organisation? We are seeking an Operation and Finance Officer to help manage our country office in Kyiv.

DIGNITY – Danish Institute Against Torture – is establishing its country office in Ukraine to strengthen support to survivors of torture and war crimes, promote access to justice and rehabilitation, and contribute to building resilient communities. The Operations and Finance Officer will be instrumental in setting up and managing the office's operational and financial systems to ensure efficient and compliant implementation of DIGNITY's activities.

Who are we?

DIGNITY is a Danish human rights and development organisation fighting for a world without torture. For more than 40 years, DIGNITY has been a driving civil society force in the global fight against torture and other cruel, inhuman, or degrading treatment or punishment.

In addition to our work in Denmark, DIGNITY works in more than 20 countries worldwide in close partnerships with human rights defenders, civil society organisations and, where possible, local authorities. In our international programmes, we pursue three core objectives: to prevent torture and other forms of violence, to strengthen access to timely and quality rehabilitation to survivors, and to pursue justice for survivors of torture and accountability for perpetrators

DIGNITY's modus operandi is the human rights-based approach to development work. We work in close partnership with civil society organisations to strengthen local capacities to document torture and ill-treatment, conduct advocacy, and deliver trauma-informed Mental Health and Psychosocial Support (MHPSS) services and other relevant support to survivors.

DIGNITY has had partnership engagements in Ukraine since 2019. Since February 2022, DIGNITY's primary focus has been on extending its network to human rights organizations engaged in documenting international crimes in the context of the war and monitoring places of detention and strengthening access to trauma-informed MHPSS to survivors.

Currently activities of our partners are focused on provision of mental health and psychosocial support, provision of legal assistance, development of referral network, conducting training on mental health issues for CSOs and public authorities, establishment of victim support centers in Kharkiv, Kyiv, Sumy and Mykolaiv, provision of legal and psychological aid to victims of war crimes, development of trauma-informed approach in the work with victims; strengthening of partners' capacities in terms of documentation of war crimes direct and indirect monitoring of places of detention. DIGNITY works with numerous civil society organisations and human rights organisations, with activities primarily focused on Kyiv, Kharkiv, Mykolaiv, Sumy – regions.

For more information on our work, please go to our website, www.dignity.dk.

Main Purpose of the Role

The Operations and Finance Officer will manage day-to-day financial management, administration, and office operations. The role includes setting up local systems in accordance with DIGNITY's requirements, working closely with the local bookkeeping agency, and

supporting the Country Director in establishing an effective, accountable, and smooth-running country office.

Key Responsibilities

1. Financial Management and Accounting

- Set up and maintain the local accounting and bookkeeping system in accordance with DIGNITY's financial policies, donor requirements, and Ukrainian statutory obligations.
- Establish clear financial procedures and internal controls to ensure transparency and accountability.
- Coordinate and supervise the work of the local bookkeeping/accounting agency, ensuring timely and accurate bookkeeping, bank reconciliations, and statutory reporting.
- Review and verify financial documentation prepared by the bookkeeping agency.
- Prepare, monitor, and report on the country office budget and project budgets.
- Manage bank accounts, petty cash, staff advances, and reconciliations.
- Ensure proper documentation, filing, and secure archiving of all financial transactions.
- Support annual audits and implement any recommendations in collaboration with HQ.
- Ensure compliance with local tax, social security, and NGO reporting requirements.

2. Procurement and Administration

- Develop and maintain local procurement and financial procedures aligned with DIGNITY's policies.
- Procure goods and services for office operations and project activities in a transparent and cost-effective manner.
- Maintain and update the asset register and oversee office equipment and supplies.
- Manage contracts with suppliers, consultants, and service providers.
- Support the setup and smooth functioning of the office premises, including liaison with landlords and service providers.

3. Office Operations and Human Resources Administration

- Support the initial setup of the country office, including IT, communications, and administrative systems.
- Manage logistical arrangements for staff travel, meetings, trainings, workshops, and missions.
- Ensure the office meets local legal requirements for NGO registration and annual reporting.
- Support basic HR administration tasks, including coordination of payroll with the bookkeeping agency, maintaining personnel records, and supporting staff onboarding and inductions.
- Implement health, safety, and security measures for the office and staff.
- Ensure confidentiality of financial, personal, and sensitive data in line with DIGNITY's data protection policies and applicable laws.

4. Support to Program Implementation and Partners

- Assist in financial monitoring of local partners, including reviewing financial reports and supporting documentation.
- Provide guidance and capacity building support to local partners on budget development, financial management, and donor compliance.
- Conduct occasional visits to project sites and partners for financial monitoring and support, as required.
- Provide administrative and logistical support for program activities and events.
- Contribute to the preparation and review of budgets and financial reports for donors.
- Ensure that documentation for project expenditure is collected, checked, and archived properly.

Key Relationships

- Reports directly to the Country Director of Ukraine
- Coordinates closely with DIGNITY's HQ Controllers and Project Managers.
- Acts as the main liaison with the local bookkeeping/accounting agency to ensure accuracy and compliance.
- Liaises with external auditors, banks, vendors, and relevant authorities.
- Provides operational support to partners, contractors, and consultants as needed.

Required Qualifications

- University degree in Finance, Accounting, Business Administration, or a related field.
- Minimum 3 years of relevant experience in financial management and office administration, preferably in an international NGO or similar context.
- Solid understanding of Ukrainian statutory requirements for NGOs.
- Demonstrated experience with donor compliance, budget monitoring, and financial reporting.
- Experience supervising external bookkeeping/accounting services is an asset.
- Basic experience with HR administration is an advantage.
- High proficiency in MS Office, especially Excel; experience with accounting software is an advantage.
- Strong organizational and problem-solving skills with attention to detail.
- Ability to work independently and proactively in a startup environment.
- Commitment to DIGNITY's mission, values, and principles of accountability and respect.
- Fluency in Ukrainian and good working knowledge of English.

Terms of employment

This is a full-time position based in Kyiv. The employment contract will follow DIGNITY's HR policies and Ukrainian labor law. Initial contract duration is expected to be 12 months, with possibility of extension based on performance and funding.

Salary, and other terms of employment will be negotiated based on experience and skills, and in accordance with Ukrainian legislation.

How do you submit your application

Further information regarding the position can be obtained by contacting the Country Director of Ukraine Uliana Bakh by email: ULBA@dignity.dk.

Please submit your application, including your CV, diploma, and any other relevant documents, to ukraine@dignity.dk no later than the 15th of September. Kindly include "Application – Operations and Finance Officer" in the subject line of your email.

You can read about DIGNITY's processing of your personal data in our privacy policy, which you can find here: <https://www.dignity.dk/privatlivspolitik/>

DIGNITY is an international human rights and development organisation that has worked for a world free of torture and violence since 1982. We prevent torture and violence, treat traumatized victims and document serious human rights violations so that those responsible can be prosecuted. You can read more about our organisation and work at www.dignity.dk. DIGNITY regards diversity as a strength and therefore encourages all qualified persons to apply for the position regardless of ethnic background, gender, sexual orientation, disability, religion or age.