



With funding from
 Austrian
Development
Agency

The Donau Soja Organisation is an independent, international, non-profit, multi-stakeholder organisation aiming to effectively meet protein market demand and to provide a baseline for the development of high-quality soy cultivation in the Danube region (www.donausoja.org). The Organisation seat is in Vienna, Austria, with regional/country offices in Novi Sad, Kyiv and Chisinau.

Strategic Partnership Programme

Donau Soja has a long-lasting cooperation with the Austrian Development Agency (ADA) within Strategic Partnership Programme. This position will be related to the implementation of this Programme.

Donau Soja Ukraine is recruiting the Administration and Finance Manager

Your role:

As Administration and Finance Manager, you will be responsible for maintaining the efficiency and effectiveness of daily administrative processes in the office, while also ensuring the accuracy, compliance, and strategic management of financial activities and cooperation with donor. The role involves a combination of administrative and financial responsibilities, all of which contribute to the effective functioning and growth of the organisation by overseeing and managing crucial aspects of the company's operations

Duties/Responsibilities/Tasks:

- Day-to-day execution of administrative and financial-related tasks, such as
 - Payment of invoices and maintaining records of paid ones.
 - Collaboration with service providers (e.g., office maintenance, such as ordering supplies, hiring cleaning services, communicating with all service providers regarding documentation).
 - Collection, preparation, and storage of all types of documentation within the office and online (including agreements, invoices, certificates, etc.).
 - Close collaboration with colleagues from other Donau Soja offices.
 - Preparation of any kind of documentation required to maintain a structured and accessible administrative and financial workflow
 - Cooperation with the project donor (monitoring financial and administrative procedures in accordance with project terms, participating in reporting, etc.)
 - Work in cooperation with the bookkeeper when needed
 - Support to procurement processes for services, equipment and other items, incl. formulation of the ToRs, organisation of calls for offers, collection of the bids/offers, preparation and formulation of evaluations, decision notes, contracts/agreements in line with both internal and project requirements.
 - Preparation of any kind of administrative documentation in case it is needed

Job requirements:

- Very good knowledge of English and Ukrainian fluent.
- Bachelor's degree in finance, economics, management or related field.
- Minimum 2 years of professional experience.
- Good organisational skills and ability to work on one's own initiative.
- Confident user of MS Office and other standard IT tools.
- Highly responsible and capable of delivering tasks end-to-end.
- Strong organisational and communication skills.

Desirable Qualifications:

- Knowledge and experience on EU or bilateral donor project implementation and administration is an advantage.

We offer:

- Full-time position based in Kyiv (office in the city centre).
- Work in a dynamic international team from several European countries.
- Opportunity to contribute to meaningful projects in sustainable agriculture.
- Friendly and supportive working environment in a non-profit organisation.
- Kyiv – office in the city centre

If this position appeals to you and you are interested in working with us, we look forward to receiving your application, preferably by e-mail with the subject "A&F Manager" to pugachov@donausoja.org, no later than 05.12.2025.

Workforce diversity

Donau Soja is committed to achieving diversity within its workforce, and encourages all qualified applicants, irrespective of gender, nationality, disabilities, sexual orientation, culture, religious and ethnic backgrounds to apply. All applications will be treated in the strictest confidence.