



With funding from
 Austrian
Development
Agency

Donau Soja is a European non-profit organisation based in Vienna that promotes the European protein transition and supports its members and partners to address challenges in protein and soya production and consumption. Our core work is developing sustainable, regional and non-GMO soya production in Europe based on our standards.

Donau Soja Ukraine is recruiting an

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

Your Key Responsibilities:

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.).
- 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
- 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.

Job requirements:

- Very good knowledge of English and Ukrainian fluent.
- Bachelor's degree in finance, economics, management or related field.



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- Minimum 2 years of professional experience.
- Good organisational skills and proactivity
- 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.
- 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.

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.

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 20.10.2026.

Further information:

1. Donau Soja implements funded projects, including the Strategic Partnership with the Austrian Development Agency (ADA). This role will involve some involvement in the implementation of programme-related grant activities.

2. AI-Assisted Application Review: We might use an AI tool to assist in the initial sorting of applications based on our criteria for this role. Every application is reviewed by a human, and all final recruitment decisions are made by our team. You have the right to request a meaningful explanation of the system's role in the review of your application.