

VACANCY



The Goethe-Institut Ukraine is looking for a dedicated

JUNIOR OFFICER FINANCE

Scope of employment: 50 %

Weekly working hours: 20 hours

Place of employment: Kyiv

Contract duration: from 01.10.2026 bis 31.07.2028

The **Goethe-Institut** is the globally active cultural institute of the Federal Republic of Germany. With over 150 institutes in 100 countries, we promote international educational and cultural exchange.

The **Goethe-Institut Ukraine** makes an important contribution to supporting Ukraine's cultural scenes, particularly since the start of the full-scale war of aggression against Ukraine. In doing so, we work closely with our Ukrainian partner network in education and culture. To carry out our activities, we are looking for qualified and highly motivated colleagues with permanent residence in Ukraine.

[Culture Moves Europe](#) promotes cultural and artistic mobility by supporting individual mobility and residency projects across all Creative Europe countries. It supports artists and cultural professionals by giving them funds to travel and carry out a project in another Creative Europe country.

This project is funded by the Creative Europe programme of the European Union and implemented by the Goethe-Institut.



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YOUR DAILY ROUTINE

- Supporting applicants and beneficiaries throughout the application, implementation and reporting processes related to the grant line.
- Communicate with grant recipients and experts regarding routine questions, contracts, deadlines, deliverables, and reporting.
- Preparing Grant Agreements, Amendments, Declarations of Honour for grantees, and Service Agreements for experts.
- Processing grant tranches in the application system.
- Preparing and processing invoices from experts, accounting allocation sheets, internal rebookings for on-site payments.
- Preparing verification notes, coordinating the collection of signatures, and preparing the second tranche for payment.
- Entering and reviewing accounting documents in Dosis in compliance with applicable regulations and internal procedures.
- Checking accounting documents for accuracy and ensuring that all supporting documents required for payment are complete and properly provided.
- Maintaining accurate records and ensuring that all grant-related and accounting documentation is complete, properly filed, and up to date.
- Collaborating across departments with the Goethe-Institut team in Brussels.
- Providing day-to-day administrative and financial support to ensure the smooth and compliant implementation of grant programme.

SKILLS AND QUALIFICATIONS NEEDED

- University degree or a comparable qualification, preferably in the fields in business administration, or a related discipline.
- Professional experience in administration and/or accounting, including sound knowledge of financial accounting, payment processing, and cash flow management.
- Excellent knowledge of Ukrainian and English, good knowledge of German, or a willingness to learn German.
- Professional experience in grant administration, grant implementation, reporting, or other funding-related activities.
- Basic knowledge of European funding programmes and international cooperation frameworks.
- Experience with financial, accounting, and reporting documentation, and the ability to follow administrative and financial procedures
- Strong organizational and administrative skills, with attention to detail and the ability to manage multiple tasks and deadlines.
- Excellent knowledge of MS Office 365 and confidence in using digital tools.
- Reliability, self-initiative, flexibility, and a proactive approach, combined with the ability to work both independently and as part of a team.



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- Proven practical experience with project management and monitoring tools (e.g. application management systems and reporting tools).

WILL BE AN ASSET

- Experience working with EU-funded or internationally funded projects.
- Experience working in an international, English-speaking environment.

WHAT WILL YOU GET?

- Part-time position with flexible working hours.
- Under normal conditions: work in a modern office in the historic Pechersk neighbourhood in Kyiv. During the war: the possibility to work in home office.
- Attractive salary and employment contract **in accordance with Ukrainian labour law**.
- 13th monthly salary and health insurance.
- Free German courses at the Goethe-Institut Ukraine.
- International, highly qualified team.

HOW TO APPLY

Please send your application **in one PDF file** including the following:

- [Application form](#) filled out in English indicating at least one reference person.
- CV in English.
- University degree and other relevant work, educational, or language certificates, copy of work book.

The Goethe-Institut stands for the diversity of all employees. We welcome applications from all interested parties, regardless of their cultural and social background, age, religion, gender, disability, and sexual identity. The Goethe-Institut strives for a balanced gender ratio.

Please send your pdf file to bewerbungen-ukraine@goethe.de with the reference **Junior Officer Finance CME - Name**.

Deadline for application is **13 September 2026, 15.00** Kyiv time.



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