



Action for Community Development (ACODEV)

EMPLOYMENT OPPORTUNITIES

ACODEV is a regional NGO that was founded in 2003 and runs Integrated Community Development Programs in Public Health, Human Rights, OVC support, Livelihood and Grassroots Capacity Development programs including sub-granting for small grassroots organizations in East and now Southern Africa region. Please visit <http://www.acodevuganda.org/> for more information on ACODEV. In connection with this ACODEV is inviting applications from suitable Ugandan Nationals for the following positions;

Job Title: Finance & Administration Manager

of Positions: One (1)

Duty Stations: National Office

Reports to: Executive Director

The Finance & Admin Manager is responsible for overall financial planning, comprehensive financial monitoring and reporting, maintaining financial, administrative services and support ACODEV operations. Additionally, you will oversee general administration; Ensure compliance to finance policies and procedures, Supervision and Capacity Building of the finance team at national and regional offices. You will head the Finance and Admin Department and will be a strategic thought-partner, and report directly to the Executive Director (ED). The Finance & Admin Manager must work within the International Financial Reporting Standards (IFRS), policies and procedures in compliance with ACODEV's Finance and Administration Manual

Key Roles & Responsibilities

Manage financial planning and Donors relations

- Prepare and maintain financial forecasts in consultation with the Executive Director and senior management team (including the annual budget and the medium-term business plan); Execute the ACODEV Finance Manual effectively
- Manage relationships with donors and support the Executive Director in designing and implementing appropriate financing tools;
- With support from a Program Operations Manager, design appropriate financial due diligence procedures for projects and perform financial assessment of these projects.

Manage financial monitoring and reporting

- With support from the Finance and Administration Officer, ensure efficient financial monitoring and reporting (including monitoring expenses and revenues, reviewing and upgrading existing procedures, ensuring production of appropriate financial reports for internal and external clients);
- With support from the Finance and Administration Officer, ensure high quality accounting (including overseeing day to day accounting, managing the year-end audit process);
- Consolidate the budget variance reports (vote monitoring report) of all projects and submit to the Executive Director on a monthly basis.
- Review the Advance Register on a weekly basis and follow up any overdue accountabilities at the National office. These will be submitted to the ED on a monthly basis.
- Organize, chair and prepare internal audits and finance committees' meetings.

Oversee General Administration

- With support from the Finance and Administration Officer and from the Program Operations Manager, oversee office management duties;
- Be the chair of the budgeting committee at the National Office and review all department and regional office budgets.
- With support from the Finance Officer maintain an updated fixed asset register.
- Oversee travel arrangements and monitor travel expenditures.

Ensure compliance

- With support from the Human Resources manager ensure compliance with relevant local labour regulations;
- With support from other managers and officers, ensure compliance with internal policies, statutory obligations and Donors' requirements.

Supervision

- Shall be responsible for the finance department and supervise all Finance Officers at national and regional offices.
- Conduct participatory appraisals for staff in the finance department.

Capacity Building

- Lead on disaggregating the Finance and Administration policies to be relevant to departments.
- Lead on processes of Training and build capacity of all staff in matters of the ACODEV Finance and Administration policy for easier administration.
- Be the primary resource person on Finance Management.
- Carry out capacity building on Basic accounting and reporting on regular intervals for all staff including non-finance managers and carry on mentorship in specific areas for the finance department staff.

Job Requirements

- A university degree in Commerce, Statistics, Economics or related field; Master's in Business Administration, Finance or Human Resource is preferred. Should be a holder of CPA, ACCA or other internationally accredited professional accounting bodies.
- At least six years work experience in planning processes, performance management, monitoring and evaluation, capacity building in national nongovernmental or international organization
- Experience in designing and managing budgets and the corresponding International NGO's acceptable reporting formats.
- Experience with and compliance with USAID regulations for USAID funded projects
- Expertise in using various accounting packages or software;
- Experience in management of staff
- Experience in procurement, stores and fleet management required.
- Fluency in written and spoken English
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- **Knowledge**
- Computerized accounting software packages Quickbooks, Pastel, etc
- Accounts payable and accounts receivables
- Generally accepted accounting principles and fund accounting
- Preparation of financial statements

- Preparation of financial reports
- Administration of employee benefits
- Payroll systems and reporting
- Office administration
- An understanding of relevant NGO legislation, policies and procedures
- An understanding of the cultural and political environment

Application procedure

Qualified candidates are requested to submit a letter of application & curriculum vitae, addressed to the Executive Director, ACODEV Plot 98/99 Masoli 600m off Gayaza Rd, Wakiso District.

**Applications should be sent via email (Not more than 2MB) to; recruitment@acodevuganda.org
Please send application letter & CV Only. Academic documents are not required at this stage.**

The application should address how the candidate's background/experience relates to the specific duties of the position applied for, and also state names and addresses of three professional referees which **must** include either the Head of the applicant's current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work.

Only shortlisted candidates will be contacted for interview. Applicants should therefore indicate their contact telephone number(s) and/or email address for easy contact.

Closing Date: **Friday, 4th January 2019**