**JOB DESCRIPTION**

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| **Job Title:** | Head of Finance and Administration |
| **Company:** | Self Help Africa / United Purpose  |
| **Location:** | Kampala |
| **Contract type:** | Fixed Term  |
| **Hours:** | 40 |
| **Reports to:** | **Country Director** |
| **Organisation overview:** | **About Self Help Africa & United Purpose** In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. The two organisations – one headquartered in Ireland and the other in Wales – implement projects to end extreme hunger and poverty.This merger doubled our size and reach – and means that in 2022 we are implementing poverty eradication projects in 17 countries, mainly in sub-Saharan Africa. Collectively, we are also part of a group that includes social enterprise subsidiaries Partner Africa, TruTrade and Cumo Microfinance. In 2022 our work will reach more than six million people and invest upwards of €45m in more than 100 development programmes designed to improve food systems, facilitate access to markets and financial services, combat climate change, gender inequality, and improve access to clean water, sanitation and hygiene. This is an exciting time to join us as we unite two like-minded and entrepreneurial organisations seeking to tackle the global challenges in progressive and innovative ways. |
| **Job Purpose:** | Under the overall managerial and administrative leadership of the SHA/TruTrade Country Director (CD), the Head of Finance and Administration will be directly responsible for the implementation and overall management of financial systems and controls of the Country Office and core administrative requirements. These include cash/bank management, strategic oversight of human resource and administrative functions, financial reporting, budget management, staff capacity building and all other related matters in Uganda. The HoFA is a senior leader and a key member of Country Management Team (CMT), with the CD as lead and Head of Programme (HoP) as the other member. He/she is expected to play a key role in contributing to development of financial systems across SHA, new programme development and the overall achievement of country programme’s strategic plan goals.The HoFA will also be providing financial oversight and operational support to TruTrade Africa-Uganda office as and when required.  |
| **Key Responsibilities:** | **R1: Country Office Finance Management**1. Produce and submit monthly management accounts to Head Office (HO) based on the SHA management accounts with approval of the CD. Includes monthly and year to date project and donor expenditures, income and expenditure account, and other necessary information;
2. In conjunction with the Head of Programmes (HoP), responsible for the preparation and review of the monthly programme expenditure reports of the country office and projects;
3. Provide training and support to financial and non-financial staff regarding SHA’s financial procedures and internal controls, and programme management tools
4. Ensure effective management of CO and project budgets in liaison with Project Managers, HoP and CD, including CO and project budgets, budget monitoring, budget amendments;
5. Preparation of donor specific financial reports on monthly, quarterly or annually, based on donor contract requirements and guidelines. These are submitted to HO for approval along with budget variance analysis and explanations;
6. Preparation of the year-end financial statements, arranging and ensuring the timely completion of the year end audit (accounting year end – 31 December);
7. Monitor and ensure programme and administrative spending are in line with agreed budgets, - identify potential under or over-spends and liaise with HoP, HO and donors as appropriate;
8. Ensuring effective cash management, including control of cash flows, including preparation cash request to HO and liaison with banks;
9. Managing and building capacity of financial systems for SHA partners and staff.
10. In conjunction with the finance team, schedule regular monitoring visits to, and internal audit of, local partner organisations, ensuring their financial systems and controls are of an appropriate standard to ensure security and effective management of funds advanced by SHA;
11. Provide advice on all financial and administration matters to senior management team;
12. Develop and oversee the implementation of office procedures and policies on financial and administration matters to ensure adherence to such by every staff member;
13. Check and approve payment documents, with reference to authority levels stated in the SHA operation manual, after checking completeness and accuracy; and,
14. Organise and participate in periodic audits based on contractual obligations and ensure the implementation of audit recommendations.
15. Review CO risk register with CMT to ensure that CO risks are effectively managed
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|  | **R2: Operational Management**1. Provide leadership to the Finance & Administration Department;
2. Ensure that procedures are adhered to by all staff in the country programme;
3. Where relevant, assist programme department staff in drafting, negotiating and issuing of contracts
4. Support programmes team in performing Due Diligence on partners, consortia members and suppliers where necessary;
5. Ensure reports are completed in accordance with deadlines and undertake report editing and review where necessary; and,
6. Ensure that appropriate SHA management, administration, personnel, logistic, finance, and communication systems are in place.
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|  | **R3: Human Resource Management**1. Oversee the administration of CO human resources processes including annual appraisals of direct reports in line with SHA’s Human Resource procedures;
2. Ensure timesheets are completed by all staff and appropriately approved;
3. Preparation of SHA payroll on monthly basis to ensure that all relevant personnel information (movement, death etc.) is up to date and local compliance with statutory and other legal requirements;
4. Ensure local compliance with the employee tax deductions, that all relevant statutory deductions are made from the employees’ salaries and paid out to the appropriate authorities, coordinating with local legal, accounting and HR advisors as appropriate.
5. Maintain good team communication, engender good team dynamics and take remedial action when problems occur in collaboration with CD;
6. Ensure procedural compliance for recruitment and contracting of staff; ensuring that all employees are presented with a letter of appointment and staff record are intact and updated as changes are effected;
7. Line manage all finance and administration staff, ensuring JDs are in place and performance management procedures are followed;
8. Work with CD to maintain up-to-date job descriptions for all country programme staff;
9. Ensure all staff understand and sign-up wrongdoing policies and he/she shall monitor and report to the CMT possible breach of the policies;
10. Ensure procedural compliance for recruitment and contracting of staff; ensuring that all employees are presented with a letter of appointment and staff record are intact and updated as changes are effected.
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|  | **R4: Safety and Security**1. Ensure CO security guidelines are in place and reviewed at least bi-annually;
2. Ensure all safety or security incidents (fires, vehicle accidents, theft, etc.) are appropriately recorded and reported by project staff to relevant parties;
3. Ensure that appropriate security arrangements are in place for the CO (including all field offices), and this includes managing contractual arrangements with security companies or individuals and that security arrangements for property (motorcycles, vehicle, etc.) are in place; and,
4. Actively monitor field site safety and security and advise the CD about new developments.
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|  | **R5: Logistics/ Procurement / Assets Management**1. Review and maintain the fixed asset register on Salesforce, prepare quarterly updates of the fixed asset register and submit to HO;
2. Ensure compliance with donor visibility rules regarding assets;
3. Ensure adequate and appropriate insurance for staff and property is in place;
4. Ensure vehicle management policies are understood and followed by all staff. Includes monthly reports on car usage and charging to projects as appropriate.
5. Responsible for ensuring the efficient use and management of transport resources;
6. Provide leadership and supervise the procurement function and control and management of stock;
7. Oversee the Procurement Committee function and ensure that procurement procedures are followed by the committee, transparency maintained and value for money got for all procurements; and,
8. Ensure compliance with SHA logistics policy and relevant donor finance regulations.
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| **Representation** | 1. In liaison with the CD, represent SHA at national, regional and international levels; to donors, local and national government authorities, other NGOs, and any other parties as required;
2. Support the CD’s strategic co-operation initiatives with government and national/international NGOs and CBOs active in the programme areas;
3. Provide cover for other posts when needed and carry out any other responsibilities as requested by the CD
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| **Key Relationships:** | **Internal*** SHA/TruTrade Country Director, Head of Programmes & Finance Team
* CFO and HQ Finance Manager
* Compliance Manager
* Head of Africa Operations
* Programme Officer
* SHA Senior Management Team
* SHA HOFAs in all countries
* TruTrade Finance Manager
* TruTrade CEO

**External*** Government departments,
* Banks, external auditors and other service providers
* Donors
* Partners
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| **Role Competencies** | * Excellent verbal, analytical, organisational and written skills
* People management skills
* Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission and values
* Excellent ICT skills including a good knowledge of MS Office and accounting software
* Attention to detail and the ability to produce timely and accurate financial reports
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| **Knowledge and Experience** | 1. Minimum of BA Degree in Accounting/ Finance or related fields from recognised university.
2. Minimum of 15 years practical experience of which at least 5 years is at a senior management level, preferably in a mid to large international NGO.
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| **Qualifications/Other Requirements** | **Essential*** Internationally recognized Accounting Qualification (CA, ACCA, CIMA, CPA)
* Strong technical abilities and up to date knowledge of Generally Accepted Accounting Principles
* Experience in the preparation and review of management accounts and the ability to critically analyse a trial balance
* Experience of managing donor funds and contracts
* Experience in the preparation of year-end financial statements and managing annual external audits
* Experience of managing, training and supporting staff

**Desirable** * Willingness to travel nationally and internationally
* Experience working with partner organisations
* Experience of undertaking risk assessments, internal audits and/or assessing internal controls
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*All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa/United Purpose strive to be an equal opportunities employer.**