**Uganda Country Programme**

**JOB DESCRIPTION:** FINANCE OFFICER

|  |  |  |
| --- | --- | --- |
| **Job Title** | Finance Officer (FO) | |
| **Company** | Self Help Africa (Attached to WOWNI in Soroti) | |
| **Department** | Programmes | |
| **Reports to** | Programme Manager (PM) | |
| **Location** | Soroti | |
| **Job Purpose** | The purpose of the job is to review and maintain appropriate financial management systems, policies and procedures for the SHANI Uganda programme to ensure efficient and effective management of the organisations financial resources. | |
| **Results Areas:** | **Roles and Responsibilities** | **Results** |
| **Role 1: Finance and accounting functions**   * + Delivering and withdrawal of open cheques, take collections after issuing proper receipts and make deposit of all cash collections in a timely, honest and trust worthy manner.   + Safeguarding the organisation resources by scrutinising payment requests and advising management of any issues.   + Issue travel advances to staff, reconciliation of the same on return and ensuring proper accountability and tracking of advances.   + Process all payments through Electronic Banking System, mobile money payments and other service providers.   + Ensure the filing of statutory deductions, such as PAYE, NSSF, Withholding tax, Local Service tax to the respective bodies.   + Ensure all payment vouchers have all support documents and ensure proper filing of vouchers sequentially.   + In charge of archiving all finance documents and ensuring that they are in safe custody and easily accessible by the finance team.   + Preparing and submitting periodic financial reports in an accurate and timely manner to all agreed stakeholders   + In charge of keeping Petty cash, making requisitions and issuance as approved by an authorised personnel. | * Produce monthly financial management accounts * Produce monthly bank reconciliations |
|  | **Role 2: Administration and procurement functions**   * + Carry out timely procurement of goods and services based on agreed specifications in line with Self Help Africa procurement policies and guidelines.   + Development of Annual and Quarterly procurement plans.   + Analyze procurement information for decision-making and provide documentation to staff in line with the procurement policy.   + Prepare monthly and annual reports on procurement activities in accordance with the Policies and Procedures.   + Maintaining an up-dated assets and inventory register |  |
|  | **Role 3: Human resources management**   * Oversee all aspects of human resource management of support staff including but not limited to recruitment, induction and development. * Participate in development and continuous update of organisational policies. |  |
|  | **Role 4: Sub-grant (partner grant) management**   * Take overall responsibility for the finance training of WoWNI staff and partners * Analyse feedback from partners, funders and other stakeholders to inform excellence in the Uganda financial management systems * Act as the first point of contact for all payments queries relating to Partners. * Routine follow up and Monitoring of Grants/Partners to ensure effective utilization of funds in accordance with SHA partnership guidelines and signed MOUs/Contracts. * Maintenance of Partner advance register and ensure that all partner advances are followed up and fully accounted for. * Review partner’s internal controls and mitigate the identified financial risks. | * Partner accounts and potential risks managed |
| **Key Relationships:** | **Internal**   * WoWNI Programme Manager, Project staff and other Office staff Team * SHA Uganda Country Office * WoWNI Regional Manager   **External**   * Partners, Banks, external auditors and other service providers | |
| **Qualifications and Experience** | * Minimum of a Bachelor of Commerce majoring in Accounting, Business Administration majoring in Accounting * Part Certified Public Accountant (CPA), ACCA or equivalent will be an added advantage * Excellent computer skills and expertise in Excel, Power Point and Word * A minimum of 2 years experience of working with NGO * Budget development and budgetary control including variance analysis * Preparation of financial statements including audited accounts * Management of donor funding including final financial report with exposure to reporting requirement of such donors as USAID, Irish Aid and DFID * Working with partner organisations * Familiarity with Uganda tax regime is an added advantage | |
| **Competencies:** | * Ability to write clear reports, good spoken and written English * Proven a ability to produce results within tight deadlines in a very busy environment * Ability to work independently with minimum supervision * Analytical skills and decision making ability even in complex situations * Capacity building of finance, non finance staff and partners * Be a person of high integrity with good interpersonal skills * Ability to speak Ateso will be an added advantage | |

This Job Description only serves as a guide for the position available and SHA reserves the right to make necessary changes.

This Job Description has been read and clearly understood.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Self Help Africa is committed to equal employment opportunities