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**JOB DESCRIPTION**

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| **Job Title:** | Head of Finance and Administration (HoFA) | |
| **Company:** | Self Help Africa | |
| **Department:** | Finance and Administration | |
| **SHA Job Grade** | 10 | |
| **Reports to:** | Country Director (CD) | |
| **Job Purpose:** | Under the overall managerial and administrative leadership of the 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. | |
| **Results Areas:** | **Responsibilities (R) and Activities** | **Results** |
| **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 anticipated results of the country office and projects; 3. 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; 4. 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; 5. Preparation of the year-end financial statements, arranging and ensuring the timely completion of the year end audit (accounting year end – 31 December); 6. 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; 7. Ensuring effective cash management, including control of cash flows, including preparation cash request to HO and liaison with banks; 8. 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; 9. Provide advice on all financial and administration matters to senior management team; 10. Develop and oversee the implementation of office procedures and policies on financial and administration matters to ensure adherence to such by every staff member; 11. Check and approve payment documents, with reference to authority levels stated in the SHA operation manual, after checking completeness and accuracy; and, 12. Organise periodic audits based on contractual obligations and ensure the implementation of audit recommendations. | * SHA financial management procedures understood and adhered to by all staff and partners * Finance and administration deliverables (management accounts, budgets, reports etc.) are produced in time and meet SHA and donor standards as appropriate |
| **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. Ensure reports are completed in accordance with deadlines and undertake report editing and review where necessary; and, 5. Ensure that appropriate SHA management, administration, personnel, logistic, finance, and communication systems are in place. | * All CO functions related to finance and administration are effectively executed |
|  | **R3: Human Resource Management**   1. Oversee the administration of CO human resources including annual appraisals of direct reports in line with SHA’s Human Resource procedures; 2. 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; 3. Maintain good team communication, engender good team dynamics and take remedial action when problems occur in collaboration with CD; 4. 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; 5. Line manage all finance and administration staff, ensuring JDs are in place and performance management procedures are followed; 6. Work with CD to maintain up-to-date job descriptions for all country programme staff; 7. Ensure all staff understand and sign-up wrongdoing policies and he/she shall monitor and report to the CMT possible breach of the policies; 8. 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. | * SHA HR policies are procedures are understood and adhered to by all staff * SHA Wrongdoing policies are understood, monitored and any breach immediately reported |
|  | **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. | * Mechanisms (policies and practise) are in place to ensure security of staff (and visits) and property |
|  | **R5: Logistics/ Procurement / Assets Management**   1. Responsible for the review and maintenance of the fixed asset register on salesforce, prepare quarterly updates of the fixed asset register and submit to HO; 2. Ensure appropriate insurance for staff and property are in place; 3. Ensure vehicle management policies are understood and followed by all staff. Includes monthly reports on car usage and charging to projects as appropriate. 4. Responsible for ensuring the efficient use and management of transport resources; 5. Provide leadership and supervise the procurement function and control and management of stock; 6. 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, 7. Responsible for ensuring compliance with all relevant donor finance regulations. | * Systems (policies and practice) for effective procurement and management of SHA assets are in place |
| **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 | |
| **Key Relationships:** | **Internal**   * Country Director, Head of Programmes & Finance Team * CFO and HQ Finance Manager * Compliance Manager * Director of Programmes, Director of Region and Programme Support Coordinators * SHA Senior Management Team * SHA HOFAs in all countries   **External**   * Government departments, * Banks, external auditors and other service providers * Partners | |
| **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. | |
| **Qualifications/Other Requirements** | 1. **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  1. **Desirable**  * Willingness to travel nationally and internationally * Experience working with partner organisations * Experience of undertaking risk assessments, internal audits and/or assessing internal controls | |