

JOB TITLE: Finance Manager

REPORTS TO: Chief Executive Officer

PURPOSE OF THE JOB

To deliver timely and accurate financial reporting and provide oversight of expenditures and revenue in order to effect fully support the operations of the Association.

DUTIES & RESPONSIBILITIES

Finance duties:

- Implement robust financial systems
- Lead the budgeting, forecasting and planning process
- Control all financial and accountancy matters including month end reports, management accounts, cash flow management, statutory accounts, compliance and presentation of management information.
- Manage and maintain the Association's fixed asset register
- Support the Association through change and growth periods, coordinating corporate finance, taxation, and investments as appropriate
- Manage sales, receivables, inventory and continuously review and improve associated procedures and controls.
- Manage the Association's Bank Accounts and monitor cashflows
- Support management to create growth strategies and plans
- Forge strong relationships with key stakeholders
- Advise the CEO and Senior Management Team on all matters relating to financial performance
- Provide effective leadership in accordance with the Association's values, goals and objectives

Internal Controls & Compliance

- Develop and implement an internal controls framework for monitoring the efficient and effective utilization of funds and assets, in line with the Association's Finance Manual.
- Manage all internal and external audits, providing audit samples, preparing management comments on audit reports, and ensuring the remediation of audit findings.
- Ensure timely submission of statutory financial reports, including tax returns, and compliance with local laws.

Procurement

- Ensure compliance with procurement policies.
- Maintain sound financial policies, procedures, systems, and practices for effective management of procurement.

Information Technology

- Provide leadership to the IT team
- Ensure that the Association's hardware and software is adequately managed
- With assistance from the IT team, identify technology needs and make recommendations to management.
- Any other delegated responsibilities as instructed by the CEO

EXPERIENCE

- At least seven years' experience in financial and administrative management, three of which must be in a management position
- Computer skills and experience with an accounting software is essential

QUALIFICATIONS, KNOWLEDGE AND SKILLS

- A Bachelors' degree in commerce, finance or business administration from a recognized academic institution;
- Professional accountancy qualifications i.e., CPA or ACCA
- Computer skills and familiarity with an accounting software is essential
- Ability to multi task and work under pressure
- Experience in co-ordinating budgeting processes and managing budgets and monitoring and supervising administrative processes
- Good oral and written communication skills

COMPETENCIES

Strategic Planning and Organizing

- Develops plans that achieve long-term objectives and are responsive to changes in organizational demands and environment
- Develops contingencies
- Planning and organizational skills

Decision Making

- Evaluates information and options
- Identifies potential impact of decisions on other parts of the organisation
- Commits to an appropriate course of action

Leadership and Teambuilding

- Creates an environment that fosters growth, development and innovation
- Evaluates team and individual strengths and weaknesses
- Team player

Relationship Management

- Establishes and maintains effective relationships
- Responds quickly, accurately, and pleasantly
- Strong influencing and negotiation skills

Verbal and Written Communication

- Communicates verbal and written ideas effectively to individuals and different audiences
- Establishes the benefits of the information or recommendation to the individual / audience
- Excellent interpersonal and presentation skills

Technical Knowledge

- Has high level of technical knowledge related to the job
- Excellent analytical skills
- Computer proficiency in the standard packages (word processing, e-mail and internet use)

HOW TO APPLY

1. Interested candidates who meet the minimum requirements for the above position should submit soft copies of the following;

- Application letter.
- A detailed and an up-to-date Curriculum Vitae.
- Certified copies of academic transcripts, certificates and professional qualifications.
- Names and addresses of three referees.

Submissions should be sent in soft copies to; marion.kusoniwa@uia.co.ug

The Deadline for submission is **Monday 4th November 2024**