

# Job Description: Finance Coordinator

## Background

Raising Voices is a non-profit organization based in Kampala, Uganda working to prevent violence against women and children ([www.raisingvoices.org](http://www.raisingvoices.org)). We are seeking a dynamic, experienced, values-driven professional to coordinate our finance management activities. This is a senior position requiring an experienced professional. It is a full-time, permanent position based in Kampala, Uganda.

**Purpose:** Coordinate, supervise and support all the finance management functions of the organization.

## Role Description

Directly responsible for:

- Supervising Finance Team to ensure efficient operation of the Finance department.
- Formulation, review and implementation of policies, systems and procedures to enhance and ensure efficient management of finances.
- Managing individual grant expenditure with respect to contractual grant conditionality.
- Managing sub-granting process including due pre-award assessments, capacity building and review of accountabilities submitted and exercise of fiduciary responsibilities.
- Reviewing requisitions and payments before approval by the Director.
- Reviewing data captured in Navision before YTD Preparation. This will involve checking accuracy of Trial Balance, statement of Financial position, and statement of income.
- Ensuring implementation of sound accounting practice and resource management.
- Liaising with auditors to ensure that audits are conducted in a timely manner.
- Ensuring that recommendations made by the auditors are implemented.
- Managing communication with external agencies and partners regarding finance management.
- Positively contribute to organizational culture and participate fully in staff processes.

Oversee and supervise:

- Preparation of staff Payroll and remittance of statutory returns (PAYE, NSSF, Withholding Tax and Local Service Tax) and ensure compliance with statutory regulations.
- Production of all financial reports based on existing finance management system.
- Planning, implementation and control of operational and supplementary budgets.
- Supporting Finance and Admin team in proper asset management.
- Proper execution of requisitions, expenditure and accountability of organizational resources.
- Preparations of timely and accurate donor and management reports, and budget proposals that includes being responsive to donor conditions.
- Reconciliation and filing of bank statements on a monthly basis with appropriate approval.
- The procurement process and ensure compliance to prudent financial principles and value for money.
- Any other responsibilities which may be related to prudent resource management, statutory compliance or assigned by the Director commensurate with the role of a senior staff at Raising Voices.

## Reporting

- The Finance team reports to the Finance Coordinator

- The Finance Coordinator will report to the Director

## Qualifications and Experience

- Honors degree in accounting or commerce with professional qualification in CPA, ACCA or CIMA.
- At least 7 years proven skills in senior finance management in reputable and comparable organizations.
- Expertise in accounting software preferably Navision or similar software.
- Experience of no profit sector including management of grants
- Experience of managing grants within contractual conditionalities.

## Competencies

- Personal integrity and transparency, serving as a role model for others.
- Effective communicator and willingness to champion Raising Voices' values.
- Strong analytical and management skills.
- Excellent ability to synthesize, understand and communicate complex issues effectively to nonfinance staff.
- Keen appreciation of quality and standards, displaying mature demeanor and with ability to take responsibility for delivering results.
- Experience and knowledge of statutory requirements and tax law in Uganda.
- Experience of NGO sector, grant managements and audits.
- Strong computer skills including Microsoft Office, Accounting software (NAVISION)

**Please review qualifications and competencies carefully. Unqualified candidates will not be shortlisted.**

## Remuneration

- Competitive remuneration package commensurate with experience and skill.

## Application Process

Send **complete** application to: [jobs@raisingvoices.org](mailto:jobs@raisingvoices.org) with 'Finance Coordinator' in the subject line, and include:

- Completed Eligibility Form ([Click here to download](#)).
- A thoughtful cover letter that includes why you are interested in this position at this point in your career, and why you feel you are a good match for Raising Voices.
- Updated CV with contact information but NOT certificates.
- A brief written statement on how you would assess and enhance finance management procedures and systems at Raising Voices. Describe the attitude, values, skill and experience you would bring to this task.

**Deadline: 20<sup>th</sup> April 2018.** Please note: Incomplete applications will NOT be considered. Shortlisted candidates only will be contact within 3 weeks of the deadline.