

Operations and Finance Coordinator

Job Title:	Operations and Finance Coordinator
Department:	Operations and Support Services
Reports to:	Co- Director
Duty station:	Raising Voices Kampala Office, with travel when required
Supervisees:	Finance, Human Resources (HR) and Admin teams

1. Overview

Role Overview	<p>The position of Operations and Finance Coordinator requires a dynamic, experienced, values-driven professional to direct our Operations and Finance activities. This is a senior, full-time staff position requiring an experienced professional. It is based in Kampala, Uganda. The Operations and Finance Coordinator will:</p> <ol style="list-style-type: none"> Provide strategic direction and overview of efficient implementation of all operations and finance work. Supervise, mentor, and appraise all staff working within the Operations and Finance Department. Play an organization wide, leadership role (as part of Management Team), supporting Co-Directors and upholding values, culture, and ethos of the organization.
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2. Duties and responsibilities

Strategic Leadership	<ul style="list-style-type: none"> Take a 'leading by example' approach by contributing to organizational strengthening processes, participating in building organizational culture, strategic thinking processes and working in cross sectional teams. Lead the strategic direction of the Finance and Operations Department, with Co-Directors oversight and support. Uphold the organizational mission, values, and culture. Contribute technical expertise in the Operations and Finance Department to strategy development, implementation, monitoring, and documentation. Represent the Operations and Finance Department to the Board of Directors when needed. track progress of the work in the organizational learning framework, engage in Reflect & Act discussions to generate learnings.
Technical Expertise – Finance and Accounting	<ul style="list-style-type: none"> Coordinate the preparation of organizational and departmental annual, quarterly workplans and budgets, and monitor and assess quality of activities, and value for money and revise plans if required for your department. Ensure smooth, timely and efficient running of all financial procedures and processes. Oversee finance, procurement, and accountability. Ensure efficient resource management. Review requisitions, payments, contractual documents and financial reports before approval by Co-Directors. Oversee preparation of staff Payroll and remittance of statutory returns. Supervise and troubleshoot Dynamic 365 (finance software) issues to ensure smooth running of financial software and systems.

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	<ul style="list-style-type: none"> Oversee grant and sub-grant processes: budgets, contracts, expenditure and preparations of timely and accurate donor and management reports for Raising Voices along with Co-Directors.
Technical Expertise – Operational Management	<ul style="list-style-type: none"> Oversee formulation, review and implementation of policies, systems, and procedures to enhance and ensure efficient management of operations for the organization. Oversee logistics, property management, security, and stores/asset management functions. Ensure compliance with all statutory regulations, including but not limited to law governing Ugandan NGOs, employer obligations and financial excellence. Oversee human resource functions and wellbeing of all staff. Help create a supportive, encouraging environment and a commitment to Raising Voices values by all staff. Lead on staff development and training strategy and mobilizing of related resources in the Operations and Finance department. Manage the Human Resources lead to ensure excellent oversight of e.g., recruitment, contracts, staff development, Human Resource policies, processes and record keeping. Oversee Admin Team and overall administration of all organizational activities.
Internal and External Relations	<ul style="list-style-type: none"> Manage communications with external agencies and partners regarding finance and contract management. Support the Co-Directors in contract negotiations and partnership management for Raising Voices. In collaboration with the Co-Director cultivates effective donor relations Represent Raising Voices in national, regional, and global forums and events and delegate team members where appropriate, with appropriate guidance and mentorship. Work in a feminist, collaborative and accountable way with all members of Raising Voices.
Personal Growth, Team Supervision and Mentorship	<ul style="list-style-type: none"> Set annual performance goals with the supervisor with intentional growth in your area of work. Take responsibility for personal and professional development and learning in agreed areas. Provide support and supervision of Operations and Finance team, ensuring capacity is strengthened through mentorship. Take lead on the performance management of the Operations and Finance team including support in goals setting and conducting appraisals and review. Cultivate learning culture with in Raising Voices and identify new areas of learning from the implementation of activities.
Other	<ul style="list-style-type: none"> Any other related duties assigned.

3. Competencies

Essential Knowledge	<ul style="list-style-type: none"> Strong computer skills including Microsoft Office, including accounting software and e-filing. Excellent financial acumen and oversight.
Essential	<ul style="list-style-type: none"> Effective communicator and willingness to champion Raising Voices' values. Personal integrity and transparency, serving as a role model for others.

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Qualities and Skills	<ul style="list-style-type: none"> • Strong technical and management skills, whilst also being able to be strategic and see the big picture. • Keen appreciation of quality and standards, displaying mature, professional demeanor and with ability to take responsibility for delivering results. Organized, proactive problem solver. • Ability to develop dynamic and influential relationships with teams and partners. • Exhibits high levels of professionalism, attention to detail, critical thinking, and ability to make timely decisions.
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4. Others

Education	<ul style="list-style-type: none"> • Degree in relevant field of Finance, Operations, Business Administration/ Management, or Human Resources etc. Postgraduate degree and professional qualifications in relevant fields an advantage. • Qualifications in accounting or commerce with professional qualifications in finance
Essential Experience	<ul style="list-style-type: none"> • At least 8 years proven skills in senior operations and finance leadership roles in reputable and comparable organizations, at least 5 years of experience leading a team. • Experience of nonprofit sector including management of grants and contracts. • Expertise in accounting software, preferably Navision or similar finance software. • Experience and knowledge of statutory requirements and tax law in Uganda. • Experience of NGO sector, grants management and audits. Awareness of the field of prevention of violence against women and children an advantage.

Application process: Please review and submit application requirements, including a reflective cover letter that includes why you are interested in, and what you will bring to this role, via the application [link](#) by 5pm EAT, on Friday 26 July 2024.

Only complete, on-time applications from candidates that meet qualifications will be considered. Only shortlisted candidates will be contacted, not later than 16 August 2024.