



## **ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA**

### **TERMS OF REFERENCE FOR THE POSITION OF FINANCE AND ADMINISTRATION OFFICER**

**Job Title:** Finance & Administration Officer

**Direct Supervisor:** Finance Manager

**Position Type:** Full time

**Number of positions:** 3

**Location:** Adjumani, Obongi/Moyo & Kiryadongo

#### **Job summary:**

Under the general supervision of Program Manager, working in close collaboration with the Country Office Finance Manager he/she is responsible for providing financial management functions at the field office, which include financial/budget planning, processing payments, financial and budget analysis, reporting, voucher control, and financial performance monitoring.

#### **Duties and responsibilities**

##### **Finance**

- Ensure adequate financial controls are in place to maintain proper accountability of expenditures for the projects.
- Ensure the financial transactions are properly authorized, recorded, have adequate supporting documentation, filed, maintained and can be easily extracted for the purpose of preparing financial statements and financial audits.
- Monitor budgets and expenditures, and contribute to preparation and revision of budgets during project proposal writing and budget reviews.
- Ensure minimum usage of cash in the transactions, rather payments done through Mobile Money payment system (Yo! Uganda Ltd, Beyonic) etc.
- Ensure AFOD Uganda financial books are compatible with the corresponding state procurement laws and financial standards such as GAAP, IFRS, among others.
- Preparing and submitting accurate timely, reliable financial documents and financial reports e.g. BVAs, Quarterly and Annual Financial Reports.
- Prepare project budgets, financial reports, statements and submits to the country office for funding.
- Ensures real time data entry to the accounting software, (Quick Books) and generates monthly reports.



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- Check that all procurement processes and expenditures are followed accordingly.
- Check budget lines to ensure that all transactions are booked to the correct budget lines and receipts for all payments are obtained.
- Prepare payment vouchers, journals and ensure they are dully signed and stamped.
- Verify accountabilities of documents provided.
- Ensuring safe custody of petty cash.

### **Administration**

- Ensure availability and adequate office supplies at the field offices.
- Establish and maintain an updated inventory of the organization's assets.
- Prepare regular financial reports for attention of management.
- Over-see contracting of external services in line with AFOD's policies on sourcing services.
- Over-see the purchase and overall management of assets, and ensure that such assets are in good working conditions and that they are utilized according to the rules and regulations of AFOD.
- Supervise subordinates, and ensure adherence of the same to AFOD policies.

### **Minimum qualifications.**

#### **Education**

Must have a university degree Finance or Accounts, BCOM, Business accounting, Business Administration CPA is and added advantage.

#### **Experience**

- At least 2 years of proven programmatic financial experience
- Experience in both emergency and development financial management
- Experience of working in integrated programmes with multiple donors.
- Experience in managing budgets from different donors.

#### **Core competences**

- Excellent analytical, interpersonal and communication skills
- Highly self-motivated with strong organizational and planning skills
- Computer literacy skills
- Financial and budget analysis including budgeting.
- Financial performance review methods and techniques
- Financial reporting to partners/donors



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- Mentoring and coaching skills
- Good understanding of international accounting standards, financial management policies and procedures
- Good understanding of audit and risk management function and processes.
- Effective verbal and listening communications skills.
- computer skills including the ability to operate finance software, spreadsheets and word processing programs at a highly proficient level.
- Effective written communications skills including the ability to interpret reports, budgets, proposals, policies and procedures.

**Application:** Address your application to the Human Resource Officer, AFOD Uganda. Include a cover letter, vacancy reference, CV (with 3 referees and their functional email & contacts) and copies of academic qualifications/certificates. Clearly state only the **Position as the email subject** line. Send your application by email to [recruitments\\_ug@afodi.org](mailto:recruitments_ug@afodi.org) or by hand delivery to AFOD offices listed below:

1. Adjumani field office located on Kelvin Road Karoko Village Biyaya Parish Adjumani Town council.
2. Moyo Town Field Office. For Obongi drop at the Palorinya base camp, Obongi District
3. Koboko field office located at Lipa Village – Near Koboko Parents Senior Secondary School.
4. Kiryandongo District Headquarters, Office of the DHO-District Health office.
5. Kampala Country Office located on Block 216 Plot 3973 Kanfirst Drive-Canon Road, Off Kyambogo Road Buye -Kigowa Ntinda.

**Deadline for submission:** Application should be submitted before or by 5:00pm EAT on 24th July 2023.

*AFOD is a smoke free, and equal opportunity employer, any form of lobbying will lead to automatic disqualification of a candidate.*

***Warning!! Be aware of Fraudsters, AFOD-Uganda does not charge money or any kind of bribe at any stage of the recruitment process.***

