

## **FINANCE OFFICER**

### **JOB DESCRIPTION**

**JOB TITLE: Finance Officer**

**HOURS: Monday to Friday 8.30am-5.00pm**

**REPORTS TO: EXECUTIVE DIRECTOR**

**WORKSTATION: NAWAD Headquarters, with frequent travels to the field**

**\*\*\*\*Ladies are highly encouraged to apply\*\*\*\***

#### **About NAWAD:**

National Association for Women's Action in Development (NAWAD) is a voluntary non-governmental women's organization that was initiated by a group of women in 2009 and was legally registered in 2010 with the Ugandan NGO Board. NAWAD is committed to promote a stable and peaceful society where women/girls access equal rights in the different spheres of life. The organization focuses on the family and the crucial role women play in their families, their communities and the development of Uganda as a nation. The main goal of the organization is to promote the rights of women and girls especially in relation to sustainable natural resource management and climate change social and economic right and governance, peace and security. We are seeking to recruit a highly skilled Finance Officer who is highly organized, motivated and responsible person to help ensure the smooth and efficient delivery of our organization objectives. She/he must be Passionate about women and girls rights. She/he must be ready to demonstrates integrity by modelling the NAWAD's values and ethical standards while Promoting its vision, mission, and strategic goals.

#### **Roles and responsibilities**

- ✓ Support the development and updating of financial policies, procedures and standards, including keeping abreast of new financial and tax laws in accordance to legal requirements and the best financial practices, and ensure that all staff are well informed in their use.
- ✓ Ensure that all financial transactions (including grant disbursement) and data are correctly implemented according to policies and procedures.
- ✓ Ensure that all financial documents are accurately supported, approved and coded, and that all cheque books, cheque list, petty cash, LPOs are maintained correctly
- ✓ Ensure that staff payroll administration is verified for accuracy, properly processed and that all statutory payments such as PAYE and pension are made on a timely basis.

- ✓ Manage banking, accounts and balances effectively and efficiently, including undertaking monthly bank reconciliations, foreign exchange management as and cash flow management in a timely manner.
- ✓ Support management of donor funding and disbursements; and ensure acknowledgment of receipts and financial reporting is accurate, professional and timely.
- ✓ Support in developing of plans, budgets, and timely financial reports
- ✓ Ensure that NAWAD is compliant with all legal requirements regarding taxation, returns, fees and other financial statutory requirements.
- ✓ Prepare high quality financial reports including professional annual financial statements in a timely basis.
- ✓ Prepare for and collaborate with internal and external auditors to ensure successful audit.
- ✓ Maintain well organized physical and electronic archive of financial documentation stretching back at least three years in secure location.
- ✓ Participate in fundraising activities of the organization
- ✓ Perform any other duty as may be assigned by the executive Director

#### **Qualification and Experience:**

- A Bachelor's degree in Commerce, Business Administration, Financial Management or Accounting from a recognized university
- Full account professional qualification is desirable
- Training in donor regulations is added advantage

#### **Experience**

- A minimum of two years working experience in accounting and finance preferably in an NGO sector
- Demonstrated financial management skills with the ability to implement projects and to ensure internal and external collaborators achieve a time-bound goal or project

#### **Competencies**

- Practical knowledge of donor financial accounting procedures
  - ✓ GAAP, IAS/AFRS accounting requirements and budgeting
  - ✓ Word, Excel, financial information systems, vision excel and executive, as well as database and accounting packages.
  - ✓ Tax laws and systems in Uganda
- Budgeting and budgetary control
- Asset/inventory management
- Procurement and stores management
- Project management
- Communication and networking
- High levels of integrity
- Supervisory skills

- Interpersonal skills
- Analytical skills

### **Attributes**

- Personal qualities of integrity, credibility and a commitment to and passion for promotion of women and girls rights
- Highly flexible and adaptable to shifting environments and works very well in teams
- Motivated to learn and willing to contribute to organization resource mobilization/fundraising strategies

### **How to Apply:**

All suitably qualified and interested candidates are encouraged to send applications, a motivation letter, curriculum vitae, copies of academic qualifications and three referees on email; **nawadorg@gmail.com** not later than **9<sup>th</sup> March 2021, 5:00pm** and **all these documents must be addressed to the executive Director. Ladies are highly encouraged to apply.** Interviews will be conducted by a consultant company that has been identified by NAWAD