



## Job Description

<b>Job Title:</b>	<b>Finance Manager</b>
<b>Reports to:</b>	<b>Senior Technical Advisor OVC</b>
<b>Program/Project:</b>	<b>USAID/ICYD</b>
<b>Location:</b>	<b>Kampala, Uganda</b>
<p><b>Background</b></p> <p>Since 1951, World Education, Inc. (WEI) has been working to improve the lives of the poor through education and social and economic development programs. The Bantwana Initiative of World Education, Inc. is a recognized leader in delivering integrated comprehensive interventions to improve HIV outcomes and the quality of life for orphans and vulnerable children (OVC) and families affected by HIV and poverty. Rooted at the grassroots level, WEI/Bantwana builds the capacity of communities, civil society and governments to coordinate and deliver integrated comprehensive services for vulnerable children and families while strengthening structures and service delivery across the HIV continuum of care.</p> <p>The USAID Integrated Child and Youth Development Activity (USAID ICYD Activity) aims to improve learning outcomes, advance HIV epidemic control in Uganda, and ensure that children and youth have the opportunity to lead resilient, healthy and productive lives. The USAID ICYD Activity will deliver critical HIV/GBV/violence prevention and response services to children and youth and their families in communities, clinics, and schools. Within USAID’s Journey to Self-Reliance Framework, USAID ICYD Activity will build the operational and technical capacity of four Ugandan Primary Local Partner (PLP) organizations to become direct recipients of USG funding within two years while strengthening government capacity to deliver core services to children within an integrated referral network and case management system. WEI/Bantwana is a leader in OVC programming and organizational capacity development in high HIV prevalence countries in southern and eastern Africa.</p> <p>Applicants must be based and have a valid work permit to work in Uganda. <i>Qualified applicants should submit their CV and supporting materials to <a href="mailto:BantwanaICYD@ug.worlded.org">BantwanaICYD@ug.worlded.org</a> with the position you are applying for in the subject line.</i></p> <p><b>Scope of Work</b></p> <p>The <b>Finance Manager</b> for the USAID ICYD Activity will report to the Senior Technical Advisor OVC (STA OVC), and is responsible for overseeing daily finance function activities of cash management, budgeting, enforcing financial rules and procedures, processing accounting transactions, providing updates on project expenditures, and participating in the preparation of periodic financial reports. S/he will maintain finance files as required by the prime and/or donor, responsible for the expenditure-tracking database, conducts monitoring meetings, provides training, oversight and support for the preparation of reports and documentation required, conducts spot checks to ensure that project expenses are being tracked correctly; develops materials to facilitate compliance; reviews fiscal and performance activities to ensure compliance with statutory and contract requirements.</p>	
<b>Key Result Areas:</b>	<b>Specific Responsibilities and Duties:</b>
<p><b>Essential Tasks:</b></p> <p>Financial reporting, compliance, budgeting,</p>	<ul style="list-style-type: none"> <li>● Oversee management and compliance of the contract in line with financial requirements for USAID, the Prime (Education Development Center), World Education, Inc. (WEI) and laws of the Ugandan</li> </ul>

<p>operations, grants management</p>	<p>government</p> <ul style="list-style-type: none"> <li>● Oversee implementation of finance and administration policies and procedures for the program</li> <li>● Support HR functions for WEI/Bantwana USAID ICYD Activity team</li> <li>● Support and supervise staff to carry out day-to-day finance and administrative functions</li> <li>● Ensure complete documentation, stewardship and accountability of financial transactions</li> <li>● Ensure budgets and forecasts are prepared and submitted on time</li> <li>● Ensure a robust budgeting, financial management, and tracking system is in place for strong financial accountability</li> <li>● Support and mentor financial support staff to ensure compliance with financial controls and operational systems</li> <li>● Provide technical assistance to sub-contracted local partners to strengthen financial and operational systems</li> <li>● Provide guidance to the Contracts Manager and Contracts Officers on PLP voucher review and invoices prior to submission to the Prime to ensure that costs are allowed under the contract guidelines</li> <li>● Ensure an integrated approach to programming through regular, accurate and timely financial information sharing with the project management team and project staff for decision-making. Work with the Contracts Manager, Officer and Accountant to ensure all WEI audit recommendations are addressed</li> <li>● Review and ensure an up to date USAID ICYD Activity fixed asset register is maintained</li> <li>● Ensure files/documents are uploaded in Salesforce, according to following domains: Finance, Operations, IT and Contracts Management</li> <li>● Ensure FieldLink queries are resolved for both WEI and partners. Maintain FL tracker on a weekly basis for sharing with STA OVC</li> <li>● Support in preparation of PEPFAR Expenditure report per set deadlines.</li> <li>● Support in preparation of WEI dashboards for sharing with SMT (WEI and partners)</li> <li>● Ensure integrity of the accounting systems by conducting constant review and evaluation of internal accounting and control procedures and coordinating responses to audit recommendations including development of corrective systems or procedures as they relate to USAID/Uganda accounting division</li> </ul>
<p><b>Risk Management &amp; Compliance</b></p>	<ul style="list-style-type: none"> <li>● Ensure that regulations are complied with all financial transactions and processes; keep the STA OVC informed on all major compliance issues/challenges while taking the necessary corrective steps</li> </ul>

	<ul style="list-style-type: none"> <li>● Ensure implementation of audit recommendations and address common audit findings</li> <li>● Observe and monitor all internal control issues around financial processes</li> </ul>
<b>People Management and Development</b>	<ul style="list-style-type: none"> <li>● Develop and guide the finance team, modelling effective relationship building strategies, to promote strong, effective communication and accountability</li> <li>● Implement a capacity development plan and create an environment of experience sharing and promote best practices</li> <li>● Carry out performance management for the Finance unit. Provide a supervisory role to the Accountant in ensuring adherence to Finance &amp; Operations Manual</li> </ul>
<b>Job Specifications</b>	<p><b>Minimum Qualifications</b></p> <p>A Masters’ degree in finance, business management, or a related field is required, or Bachelors’ degree with ACCA or CIMA qualification.</p> <p><b>Experience</b></p> <p>A minimum of five years’ experience managing USAID-funded programs of at least \$20 million. At least three years administering up to \$2million sub grants or sub contracts annually.</p> <p>Knowledge of practical accounting and financial reporting. Experience managing and building the capacity of a finance team and local partners to meet compliance standards and build robust financial systems. Effectively working with programmatic and M&amp;E staff to coordinate supportive supervision and integrated capacity building approaches for local partners.</p> <p><b>Specific Knowledge, Skills and abilities Required</b></p> <ul style="list-style-type: none"> <li>● Demonstrated leadership skills with experience in senior financial management position preferably with an International NGO</li> <li>● In-depth knowledge of USAID contracts management and/or USAID financial management rules and regulations</li> <li>● Conversant with QuickBooks accounting package</li> <li>● Willingness to work as a team member, taking on additional tasks as needed to ensure the overall success of the project</li> <li>● High level of attention to detail, ability to multitask and work well under pressure</li> <li>● Strong analytical and interpersonal skills</li> <li>● Ability to work under pressure and in a culturally sensitive environment</li> <li>● Ability to work both independently and collaboratively as part of a team</li> </ul>

