



**JOB DESCRIPTION**  
**World Education Inc. Bantwana Initiative**

<b>Job Title:</b>	<b>Finance Officer</b>
<b>Reports to:</b>	<b>Finance Manager</b>
<b>Program/Project:</b>	<b>USAID/ICYD</b>
<b>Location:</b>	<b>Kampala, Uganda</b>

**Background**

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.

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.

Applicants must be based and have a valid work permit to work in Uganda. *Qualified applicants should submit their CV and supporting materials to [BantwanaICYD@ug.worlded.org](mailto:BantwanaICYD@ug.worlded.org) with the position you are applying for in the subject line.*

**Job Summary**

The **Finance Officer** will support the Finance Manager in the 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.

<b>Key Result Areas:</b>	<b>Specific Responsibilities and Duties:</b>
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<b>Monthly Financial Reviews</b>	<ul style="list-style-type: none"> <li>● Check for accuracy, completeness and coding of transactions before entering them in the system</li> <li>● Review cash books, vouchers and all supporting documentation for compliance with donor and WEI requirements</li> <li>● Address voucher queries in a timely manner in close collaboration with headquarter staff</li> </ul>
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	<ul style="list-style-type: none"> <li>● Review bank reconciliation statements for the projects and file them systematically for audit purposes</li> <li>● Provide feedback to the concerned parties after the review of the accounts received, and advise management on compliance issues</li> <li>● Review and post all field data for the projects managed under your docket and advice on compliance issues and donor requirements</li> </ul>
<b>Financial Reports</b>	<ul style="list-style-type: none"> <li>● Track all donor financial reports on their dates for submission and requirements and regularly remind the concerned staff about their obligations in reporting</li> <li>● Support the VAT reporting process to USAID and assist in filing and tracking of VAT vouchers</li> <li>● Review reports and coordinate signing of reports</li> <li>● Review and conduct analysis of expenditures against project budgets</li> <li>● Support the preparation of expenditure reports for PEPFAR submissions</li> </ul>
<b>Budget Management</b>	<ul style="list-style-type: none"> <li>● Monitor expenditure against the budget</li> <li>● Prepare monthly and quarterly reports to monitor expenditure against budgets and disseminate this information to management and project teams</li> <li>● Receive and check the accuracy and completeness of project team budgets</li> </ul>
<b>Compliance &amp; Audit</b>	<ul style="list-style-type: none"> <li>● Periodically follow up with project teams on implementation of audit recommendations</li> <li>● Conduct site visits to monitor audit implementations</li> <li>● Train and share experiences with project and partner teams in areas of weaknesses identified</li> <li>● Support the Finance Manager in coordination of audits and follow up on their recommendations</li> <li>● Carry out compliance checks of project transactions in line with USG Rules and Regulations, policies and guidelines</li> <li>● Interpret donor financial guidelines to project teams and partner organizations</li> </ul>
<b>Qualifications</b>	<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>● At least a degree in Accounting or related field; a professional accounting qualification will be an added advantage</li> <li>● At least three years' experience working on large projects. Strong preference for experience with USAID funded programs/projects</li> <li>● Experience with accounting software, preferably QuickBooks</li> <li>● Possess a high standard of personal and professional integrity</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, organizational and interpersonal skills</li> </ul>