

## Job Description

<b>Job Title:</b>	<b>Director of Finance</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>

### Background

The Bantwana Initiative of World Education, Inc. is a recognized leader in delivering integrated comprehensive interventions to improve HIV outcomes and building capacity or

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 National Partner (NP) 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. Applications will be reviewed and assessed on a rolling basis until the position is filled.*

### Job Summary

The Bantwana Initiative of World Education (WEI/Bantwana) seeks a seasoned, senior candidate for the role of Director of Finance based in Uganda under the USAID ICYD Activity. The ideal candidate brings deep experience managing multimillion dollar programs with multiple partners under PEPFAR programming. WEI/Bantwana is managing a sub contract under the ICYD Activity Prime award led by the Education Development Center (EDC). Under this fast-paced PEPFAR/USAID-funded program, the majority of funding and service delivery is channeled through local partners. The Finance Director is responsible for ensuring that the project functions efficiently and effectively in all financial, administrative, and operational matters. This includes empowering and supporting the Finance and Contracts team and the programs team to regularly track and address local partner spending and accountability cycle delays to improve performance and compliance. The Director of Finance will support capacity development action plans for initiatives for national partners across administration and finance with the aim of preparing them to pass NUPAS and become direct USG funding recipients.

As the OVC lead on the ICYD project, WEI/B operates as a sub-contractor to the Prime and manages 5-7 partners delivering integrated services to 235,000 children and families across 44 districts. The role of the Director to ensure that the project implements sound financial, contractual, and administrative operating

systems in compliance with USAID award regulations and organizational policies, working closely with the OVC Senior Advisor, Finance, Grants, Program, M&E teams to maximize program performance. This includes monthly monitoring of project spending, including a review of individual partner spending, and support of the grants and programs team to address accountability and documentation bottlenecks and compliance gaps that delay spending and threaten program performance. This requires close, consistent collaboration between Finance, Grants, and Programs and Local Partner leads to establish sound project management practices up front and create regular coordination mechanisms that foster integrated financial and program management review, early identification and resolution of bottleneck and compliance gaps, and ongoing training, coaching and mentoring support to the ICYD Head Office, Zonal Office and local partner teams to consistently meet program performance and compliance standards . The Finance Director will report to the OVC Senior Technical Advisor. The salary is competitive and commensurate with experience.

Please submit your application here: [bantwanaICYD@ug.worlded.org](mailto:bantwanaICYD@ug.worlded.org). We will review applications on a rolling basis until a qualified candidate is hired.

<b>Key Result Areas:</b>	<b>Specific Responsibilities and Duties:</b>
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<b>Major Responsibilities</b>	<p><b>Finance and Operations Leadership and Oversight:</b></p> <ul style="list-style-type: none"> <li>● Provide senior leadership for planning, budgeting, and managing all financial and administrative activities under all a large, complex, PEPFAR/USAID program</li> <li>● Develop, oversee, and monitor all financial and accounting systems, policies, procedures, and internal controls, adapting them as necessary to minimize risk of non-compliance, meet changing regulations and best practices</li> <li>● Oversee implementation of finance and administration policies and procedures of the program.</li> <li>● Prepare and execute action plans to improve the efficiency and effectiveness of finance and administrative operations and to mitigate operational and compliance risks</li> <li>● Lead the annual budgeting process, which includes but is not limited to: overseeing and reviewing the work plan budget, budget tracking, and financial communication/reporting process and systems.</li> <li>● Ensure management and compliance of the subcontract in line with financial requirements for USAID, World Education policies, and the laws of the Uganda government.</li> <li>● Support targeted finance and operations TA to prepare local partners to prepare for and pass NUPAS</li> <li>● Organize annual external audits for the project as required.</li> <li>● Implement human resource policies and procedures for World Education financial management.</li> </ul> <p><b>Empowering and supervising Finance, Procurement, Contracts, and Administrative teams to drive spending aligned to project performance</b></p>
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	<ul style="list-style-type: none"> <li>● Empower and deliver clear guidance to the Finance, Procurement, Contracts and Administrative teams to drive and tailor spending to meet performance goals with programs and local partners focal leads, including close oversight of project’s finance and regular financial analysis and accounting management</li> <li>● Supervise and empower supporting Finance and Operations/Administration staff (including but not limited to the Finance and Contracts Managers, Finance Officers, and Accountant).</li> <li>● Support and supervise staff to carry out day-to-day finance and administration functions.</li> <li>● Work with other project staff to ensure a robust budgeting and financial management and tracking system that adequately recognizes and effectively accounts for project funds.</li> <li>● Deliver targeting training, coaching, mentoring and guidance to staff on financial controls and operational systems.</li> </ul> <p><b>Strategic and rapid response to financial requests from the Prime/USAID.</b></p> <ul style="list-style-type: none"> <li>● Manage and submit timely strategic responses to from the Prime and/or USAID.</li> <li>● Populate the PEPFAR expenditure tracking sheet for timely submission to the Prime.</li> <li>● Ensure complete documentation, stewardship and accountability of financial transactions.</li> </ul>
<p><b>Job Specifications</b></p>	<ul style="list-style-type: none"> <li>● Master’s degree in management or business-related field or Bachelor’s degree with a minimum of 5 years professional experience in project financial and administrative management.</li> <li>● At least 5 years’ experience managing multi million; multi-partner PEPFAR funded programs with multiple local partner subcontracts.</li> <li>● At least 10 years of relevant experience, including management experience in large complex international development projects with extensive field operations. Supervisory experience required.</li> <li>● Experience with USAID funded subcontract administration, including familiarity, experience and interpretations of USG rules and regulations.</li> <li>● Extensive knowledge of USAID financial management rules, regulations, and reporting requirements.</li> <li>● Proficiency in relevant computer applications and databases.</li> <li>● Demonstrated analytical, organizational, and written communication skills in English.</li> <li>● Ugandan candidates are strongly encouraged to apply.</li> </ul>