



Job Description

Job Title:	Finance Manager
Reports to:	Senior Finance and Operations Manager
Program/Project:	USAID/Integrated Child and Youth Development Activity
Location:	Kampala, Uganda
<p>Background</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 Integrated Child and Youth Development (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. ICYD 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, ICYD 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 BantwanaICYD@ug.worlded.org with the position you are applying for in the subject line.</i></p> <p>Scope of Work</p> <p>WEI/Bantwana seeks a dynamic and seasoned candidate for this position for the PEPFAR/USAID-funded ICYD activity. The Finance Manager reports to the Senior Finance and Operations Manager (SFOM), and is responsible for overseeing the program finances and other operations and administrative duties.</p>	
Key Result Areas	Specific Responsibilities and Duties:
<p>Essential Tasks:</p> <p>Financial reporting, compliance, budgeting, operations, grants management</p>	<ul style="list-style-type: none"> ● 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 government ● Oversee implementation of finance and administration policies and procedures for the program ● Support and supervise staff to carry out day-to-day finance

	<p>and administrative functions</p> <ul style="list-style-type: none"> ● Support management of HR/A, procurement and accounting functions for the WEI/Bantwana ICYD team ● Ensure complete documentation, stewardship and accountability of financial transactions for WEI expenses. ● Provide technical assistance, as needed, to subcontractors to strengthen financial and operational systems ● Support and mentor financial support staff to ensure compliance with financial controls and operational systems ● Work with the Contracts Manager and Accountant to ensure all USAID and WEI compliance policies are addressed ● Review and ensure an up to date ICYD fixed asset register is maintained ● Ensure files/documents are uploaded in Salesforce, according to following domains: Finance, Operations, IT and Contracts Management ● Ensure FieldLink queries are resolved for both WEI and partners. Maintain FL tracker on a weekly basis for sharing with SFM ● Support in preparation of PEPFAR Expenditure report per set deadlines. ● 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
<p>Risk Management & Compliance</p>	<ul style="list-style-type: none"> ● Ensure that regulations are complied with all financial transactions and processes; keep the SFM informed on all major compliance issues/challenges while taking the necessary corrective steps ● Observe and monitor all internal control issues around financial processes
<p>People Management and Development</p>	<ul style="list-style-type: none"> ● Develop and guide the finance team, modelling effective relationship building strategies, to promote strong, effective communication and accountability ● Carryout performance management for the Finance team. Provide a supervisory role to the Accountant in ensuring adherence to Finance & Operations Manual.
<p>Job Specifications</p>	<p>Minimum Qualifications</p> <p>A Masters’ degree in finance, business management, or a related field is required, or Bachelors’ degree with ACCA or CIMA qualification.</p>



Experience

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.

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&E staff to coordinate supportive supervision and integrated capacity building approaches for local partners.

Specific Knowledge, Skills and abilities Required

- Demonstrated leadership skills with experience in financial management position preferably with an International NGO
- In-depth knowledge of USAID contracts management and/or USAID financial management rules and regulations
- Conversant with QuickBooks accounting package
- Willingness to work as a team member, taking on additional tasks as needed to ensure the overall success of the project
- High level of attention to detail, ability to multitask and work well under pressure
- Strong analytical and interpersonal skills
- Ability to work under pressure and in a culturally sensitive environment
- Ability to work both independently and collaboratively as part of a team