

Office of the Executive Director

EMPLOYMENT OPPORTUNITY

Reproductive Health Uganda (RHU) is a Member Association of the International Planned Parenthood Federation (IPPF), and its core mandate is to champion, provide and enable universal access to rights based Sexual and Reproductive Health and Rights (SRHR) information and services to vulnerable and underserved communities and to young people. The role of the engagement with RHU and its partners is to ensure that SRHR are respected, protected and fulfilled as a goal in itself, and as a fundamental means to gender equality, human well-being and sustainable development.

RHU invites applications from highly skilled, experienced and motivated persons to fill the following position:

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| Job Title: | Financial Manager (I) |
| Duty Station: | RHU Head Office, Kampala |
| Reports to: | Director of Finance and Administration |

Job Role

As part of the RHU senior management team, the Finance Manager shall be responsible for supporting RHU's financial health and viability by ensuring good financial planning and management as well as overall compliance with RHU policies, donor and government rules and regulations. Also responsible for providing quality financial services to all projects and branches; and ensure that partnership is developed between finance, programs and administration. He/ She is responsible for managing a system that ensures cost effective use of human, financial and material resources of the Organization.

Essential Duties and Responsibilities

A – Team leadership and functional management

- Support the finance department to effectively and efficiently manage resources
- Work with the program teams to deploy finance department staff to support each project appropriately.
- Manage finance teams towards high standards of performance through clear roles and responsibilities, ongoing feedback and appraisals.
- Proactively address performance issues through timely constructive feedback and coaching.

- Notice talent and maximize the use of available talent through on-going staff development.
- Develop and implement the annual work plan and budget for the finance department.
- Promote use of wire and digital transfers process for making payments
- Support, train and appraisal all accountants managing key finance functions.
- Perform any other duties as assigned by the supervisor.

B- Strategic Management and planning

- Ensure that RHU is provided with financial management, analysis and support necessary to accomplish its strategic objectives.
- As a senior manager, ensure effective collaboration with all departments and support them with all their financial planning processes.
- Participate in strategic and operational planning and contribute to the implementation and achievement of RHU's strategic outcome areas, with specific emphasis on outcome area four.
- Support the development of a financial model and a sustainability strategy.
- Build and nature relationships with RHU's collaborators, partners, donors and other stakeholders
- In Liaison with the Audit and Compliance Manager, ensure the development and implementation of appropriate financial risk management mechanisms; including risk prevention, identification, assessment, response and reporting.
- Ensure that there are adequate internal controls to reduce the risk of fraud.

C- Policies, Procedures and systems

- Implement policies and procedures and operational systems relevant to RHU, donors and government requirements, keeping abreast of any changes in national legislations.
- Monitor the relevance of existing policies, procedures and systems and identify areas of improvement.
- Suggest improvements in processes to increase organizational effectiveness.
- Ensure that day to day financial operations are run smoothly, and that finance operations are properly and accurately recorded, documented, controlled, monitored and reported.
- Check compliance with all financial policies and procedures.
- Manage close out procedures for all terminating projects.

D- Budgeting, Reporting and Forecasting

- Prepare final accounts on quarterly basis.
- Prepare a consolidated annual budget for the institution
- Assist in production of cash flow reports and forecasts
- Provide financial analyses and models as needed
- Review budget variances for all projects and report significant issues to management
- Prepare and assist with developing audit schedules for the annual audit.
- Provide a system of generating and sharing relevant management accounting reports.
- Assist in coordinating the preparation of the draft audited financial statements.
- Performance quarterly tax compliance health checks
- Support the preparation of all donor consolidated reporting schedules and support the finance teams to comply.

- Cooperate with external auditors and lead in the implementation of audit recommendations
- Master the accounting package in use and train all staff in the relevant modules.
- Recommend and report upon benchmarks against which to measure organizational performance.
- Plan for automation of key department functions.

E – Awards and sub awards Management

- Participate in generating project proposals for new projects
- Assist in the management of grants reporting, compliance, and reconciliation.
- Facilitate training sessions on grants management
- Liaise with sub grantee to understand their needs and provide the necessary support
- Review, summarize and disseminate relevant compliance procedures for all new projects.

Education & Qualifications

- A Master's Degree with bias in Finance and Accounting from a recognized awarding Institution plus Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized institution and accredited by Institute of Certified Public Accountants of Uganda (ICPAU).
- Professional training in management and administration
- Working knowledge of at least one accounting software is a requirement and practical knowledge of Navision will be an added advantage

Knowledge, Skills & Temperament

Problem solving and Decision making; Team Work; Focused on quality and standards, and ethics and integrity. Demonstrated ability in administration; Excellent communication, leadership and management skills, hands on and interactive; an assertive strategic thinker

Other Personal Attributes

- The candidate must adhere to the safeguarding reporting and monitoring requirements of this role
- The candidate must be pro-choice

How to apply

Submit by post or hand-deliver application letters and attach certified copies of academic transcripts, a detailed Curriculum Vitae and other relevant documents as well the contact addresses (**e-mail**) of 3 referees including their telephone contacts to:

The Executive Director, Reproductive Health Uganda, P.O. Box 10746 Kampala

Or hand-deliver at: RHU Head Office, Plot 2, Katago Road, Kamwokya (Opposite Uganda Museum) **Or** send applications to the following email address hr@rhu.or.ug.

Closing Date: **Friday 15th April, 2022**

Only shortlisted applicants will be contacted

NB: RHU is an equal opportunity employer and encourages women to apply.