

VACANCY

Finance Officer

The Union Uganda

The International Union Against Tuberculosis and Lung Disease (The Union) is an international scientific organisation headquartered in Paris, France, with region and country offices in the Africa, Asia Pacific, Europe, Latin America and South-East Asia regions. The focus of our work is on tuberculosis and lung disease, as well as related challenges such as HIV and tobacco control, with emphasis on their impact in low- and middle-income countries.

For more information about The Union, please visit www.theunion.org

The Position

The Union is seeking qualified candidates for the position of Finance Officer. The position will be based in Kampala.

Overall Role:

The post holder will serve as the key focal point for financial and administrative requirements of The Union's work in Uganda. On a day to day basis, he will report to and work closely with the Country Director and the Finance Controller.

Main Responsibilities:

Finance and Accounting

- Advise the HQ finance and HQ and in country program teams regarding established National accounting procedures and their implementation.
- Lead the coordination of local bank accounts, including cash withdrawals, payroll coordination and general oversight.
- Establish forecast and budget for the following year for the office and be responsible for monthly follow up analysis with the Country Director and the Finance controller.
- Responsible to alert the Country Director and the Finance controller on over or under spending, and seek corrective actions when required.
- Ensure compliance of donors' regulations at country level in collaboration with the Project Officer.

- Plan monthly expenditures together with the Country Director as well as the Project Officer and prepare the monthly request for funds to be submitted to HQ.
- Manage day to day processing of payments and approvals for activities and other office requirements.
- Produce monthly accounts and monthly reporting to headquarters.
- Maintain inventories of all fixed assets and equipment and share an updated annual report to HQ.
- Manage the cash flow (national bank accounts and cash management) according to program needs and safety constraints.
- Maintain a risk register for the Uganda Office.

Payroll / Invoices

- Review the monthly payroll breakdown and ensure precise recording of entries related to staff remuneration and benefits.
- Ensure that all invoices are paid against supporting documents, including price quotes, purchase orders and shipping receipts.
- Coordinate the payment of salaries (salary sheet, cash management, bank account payments) to national staff.

Supervision

- Provide training for field program staff and volunteers on basic accounting and documentation in order to adhere to local country office requirements and assists with budget preparation for their annual activity proposals.

Donors and Stakeholders

- Organise the annual audit of the office and support the dedicated project audits in collaboration with the Project Officer.
- Monthly follow-up the local allocation of expenditures to donor's budget lines and guarantees respect of donor's guidelines in terms of budget management in collaboration with the Project Officer.
- Prepare and takes part in the meetings with donors and partners when requested.

Business development

- Support the program team and the Country Director in drafting proposals to donors
- Take part to meetings with partners within the country and potential donors

Other

- Provide training for field program staff and volunteers on basic accounting and documentation in order to adhere to local country office requirements and assists with budget preparation for their annual activity proposals.
- Other duties as required including due diligence, HR related issues, legal, IT and administrative aspects, internal ad hoc developments, etc...

Qualifications:

- ✓ A Master degree in finance (or equivalent)
- ✓ Minimum 8 years' working experience in management of projects/programs and
- ✓ Financial management especially in public health programs (preference
- ✓ TB control, HIV control...)
- ✓ Proven knowledge of international accounting and financial reviewing/auditing
- ✓ standards
- ✓ Excellent computer literacy, particularly in Microsoft Excel and accounting systems is required.
- ✓ Knowledge of relevant intergovernmental partner organisations and processes
- ✓ Fluency in English with good reporting and presentation skills

Competencies:

- ✓ High analytical skills, be able to see patterns, be a fast thinker and a good decision maker
- ✓ Excellent communication, networking and partnership building skills
- ✓ Results/action-orientation; project management skills
- ✓ Organisational and political agility; developed negotiation skills
- ✓ Proven ability to write documents in a concise, convincing manner
- ✓ Ability to build consensus amongst diverse views
- ✓ Ability to operate successfully with a high degree of autonomy
- ✓ Unquestionable personal code of confidentiality, ethics, integrity, diversity and trust
- ✓ Identifies with The Union's Core Values – Quality, Accountability, Independence, And Solidarity

How to Apply:

Please send your CV and a cover letter, including your salary expectations, to hr@theunion.org

Only shortlisted candidates will be contacted.