



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER

Date : 28th August 2023

RE: JOB ADVERT

FAWE Uganda is a Non-Governmental organisation dedicated to bridging the gender gap in education at all levels. Established in 1997, FAWE Uganda is part of the network of 35 African FAWE Chapters all working towards improving the lives of girls and women across the continent. Together with our partners, we strive to make a difference in the lives of individuals, families and communities in need. Join our dynamic team and contribute to our noble cause.

We are seeking an experienced and detail oriented Finance Manager to oversee and manage the financial operations of FAWE Uganda. The successful candidate will be responsible for maintaining financial stability, ensuring compliance with regulatory requirements and providing strategic financial guidance. This is an excellent opportunity for a dedicated finance professional to make a difference and contribute to the success of our organisation.

Job Title : Finance Manager
Reports to : Executive Director
Supervises : Senior Accountant
Terms : Fixed Term Contract
Location : Kampala, Head Office

Responsibilities

1. Develop and implement financial policies, procedures and controls to maintain the integrity of financial transactions and reporting.
2. Manage daily financial operations, including accounts payable and receivable, payroll and general ledger activities.
3. Prepare and analyse monthly, quarterly and annual financial reports.
4. Monitor budgeting and forecasting processes, ensuring adherence to approved budgets and highlighting variances.
5. Work closely with the programs team to develop program budgets and provide financial support throughout the project lifecycle.
6. Ensure compliance to regulatory and legal requirements including tax filings and reporting obligations.
7. Collaborate with external auditors during annual audits to ensure accurate and timely financial statements.
8. Identify and implement process improvements to increase efficiency and effectiveness within the finance department.
9. Provide financial analysis and recommendations to support strategic decision making.

Qualifications and Requirements

- A Certified Public Accountant
- A full member of the Institute of Certified Public Accountants of Uganda
- A Bachelor's Degree in Commerce, Business Administration or other business related qualification is essential.

Experience

At least seven (07) years' professional experience three of which must be at a senior level in a similar position with a reputable organization preferably in a Non-Profit Organisation.

Requisite Knowledge and Skills

- Strong analytical and strategic thinking skills
- In-depth knowledge of financial management principles, practices and procedures including accounting standards and regulations
- Proven ability to lead and work effectively with others to achieve results with strong people leadership skills and abilities
- Build Relationships – ability to establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- Computer literacy (MS Word, Excel, QuickBooks and other financial reporting tools)
- Grants Management experience
- Problem solving skills which support and enable sound decision making
- Ability to multitask, prioritise work and meet deadlines in a high pressure fast-paced environment.
- Personal qualities of integrity, credibility and dedication to the mission of FAWE Uganda
- Excellent communication and interpersonal skills, able to effectively present financial information to non-financial stakeholders.
- Knowledge of non-profit financial management best practices and a commitment to the organisation's mission.
- Human Resource Management skills.

To apply:

If you are interested in taking up this role and fully meet the requirements above. Please submit your application not later than **Friday 15th September 2023 by 1:00pm** to;

**The Human Resource and Administration Manager
Forum for African Women Educationalists Uganda Chapter
Plot 328, Magulu Close, Bukoto
Kampala**

OR

E-mail; humanresources@faweuganda.org

Suitably qualified and interested women are encouraged to apply