



HIRING NOW

DIRECTOR OF FINANCE
WINDLE INTERNATIONAL UGANDA

Duty Station: Kampala, WIU Uganda HQ



WHO WE ARE

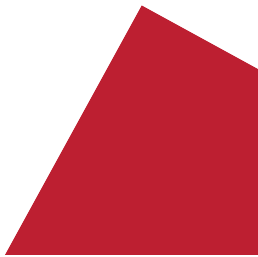


Windle International Uganda (WIU) is a registered International NGO (INGO) whose mission is to promote peace and development in communities through the provision and coordination of education and training for refugees and people affected by conflict.

WIU is part of Windle International (WI), an INGO with members based in and operating across Eastern Africa and the UK. WI has a presence in Kenya, Uganda, Sudan, South Sudan, Somalia, and the UK. Together, we help over a million people access quality education across East Africa every year.

Since 1996, WIU has been managing education programs in humanitarian settings in Uganda operating in all stages of education, from early childhood development to primary, secondary, graduate, post-graduate, and vocational training. We help people affected by conflict to fulfill their potential, lead fulfilling lives, and contribute to sustainable development. WIU is currently looking for a suitable leader to fill the role of Director of Finance to oversee the Finance department.

Position: Director of Finance
Supervisor: Executive Director
Location: Head Office, Kampala



Key Duties and Responsibilities:

Supervise and monitor the liquidity position and treasury function of the organization:

1. Review and approve amounts to be transferred from foreign bank accounts to the local accounts depending on cash requirements.
2. Develop meaningful finance indicators against which to assess impact, cost-effectiveness and value for money drawing on internal and external best practice and contributing to the further improvement of WIU's expertise in the area.
3. Design a system to monitor field expenditures/bank balances ensuring that all projects have funds, account for funds previously received and have requested for the necessary required funds.
4. Supervise and manage the accounting functions including data entry, regular cash counts, bank reconciliation and timely submission of financial reports to the SMT and WIU Board.
5. As Financial Lead, provide guidance to the proposal development team by reviewing and refining technical budgets
6. Critique and contribute to the development of WIU financial procedures and guidelines.

Supervise, support and maintain a competent finance team:

1. Conceptualize and analyse accounting systems and disseminate this to the finance team especially in solving complex problems.
2. Provide technical support to the finance team in building their capacity and ability to deal with accounting and finance- related issues.
3. Participate in the recruitment of Finance staff in accordance with organizational policies and procedures and with mutually agreed plans & budgets.
4. Recommend staff development initiatives, i.e. induction, appropriate training, appraisals and ensure these are in line with organization mission.
5. Develop decision making skills through planned devolution of authority and responsibility, giving recognition for effective decision making and providing a constructive forum where mistakes may be analysed and positive action taken.

6. Monitor through support supervision visits to projects to ensure that the recommendations are being implemented.
7. Respond to audit queries as required or refer auditors to relevant persons who can clear any non-finance matters.
8. Undertake periodic financial and programmatic risk assessments while identifying current and potential exposure to financial risks across WIU programmes. Conduct spot checks at the head and field offices to ensure internal controls are working and
9. Regularly review all legal contracts to ensure WIU's financial commitments are met.
10. Ensure, in conjunction with Executive Director and Senior Management Team, compliance with all local legal requirements, including tax, pensions and insurance.

Participate in the review and preparation of project budget and cash flow statements that comply with grant agreements and are realistic to the financial needs of WIU.

1. Prepare a master budget for the entire organization.
2. Use spread sheets to generate and consolidate the budgets.
3. Use approved software to monitor actual expenditure against budget.
4. Produce monthly, bi-annual and annual financial reports to monitor actual expenditure against budget.
5. Review, check the accuracy and completeness of project budgets before upload in accounting software.
6. Design budget templates with appropriate formulae for use during budgeting exercise.
7. Provide support to project teams and project accountants in the area of costing of activities and budget preparation.
8. Monitor and supervise the implementation and reporting of donor funded projects.
9. Develop and oversee the implementation of WIU's financial management strategy that allows WIU staff to respond to the requirement of WIU and donors' policies.

Improve and maintain financial and management gathering of information systems that will enable accurate and timely reporting. (Both internally and externally)

1. Recommend improvements of the Financial Management Information software.

- 2.Ensure Financial system integrity /security by making sure there is timely Backup and restoration of procedures; ensure and also relate this to operation of the system and detection of system failures.
- 3.Manage and administer approved Accounting and Payroll software to ensure they run efficiently.
- 4.Establish the information reporting requirements of stakeholders, the deadlines for reporting and design reports to meet the information needs of the stakeholders.
- 5.Take the lead in the interpretation of the reports for non -financial staff.
- 6.Through analysis and evaluation of performance reports, document lessons learnt to ensure access and adaptation.

Monitor and maintain the general internal control environment by ensuring proper utilization of organizational resources.

- 1.Ensure compliance to financial policies in the daily operations in the finance department.
- 2.Identify weaknesses in the accounting policies and procedures and propose possible improvements.
- 3.Ensure that all authorizing persons are operating within their authorized limits.
- 4.Monitor and improve the internal control environment.
- 5.Support the organization in the development and maintenance of good and generally accepted financial discipline, financial management and accountability.
- 6.Ensure control, monitoring and execution of all financial-related activities, including logistics, purchasing and ICT.

Corporate management

- 1.Contribute to decisions on strategic resource allocation.
- 2.Contribute to policy and management decisions as a member of senior management team.

Governance and Board Relations

- 1.Prepare and present Quarterly Financial reports to the Board Finance, Audit and Risk Committee
- 2.Participate in the induction of Board members in their Finance Management role
- 3.Provide periodic input and advice at board meetings on matters relating to finance whenever called upon
- 4.Act as Secretary to the Finance/ Audit and Risk committee of the Board

Qualifications, Skills and Experience:

- S/he must possess an advanced university degree, in Finance/Accounting/Business not below Master or full membership of CPA, ACCA, FCCA, FCA or FCMA.
- Must be a member of a recognized finance professional body.
- At least 10 years of Progressive experience in supervisory Finance and Accounting positions at a reputable organization(s)
- Proven experience carrying out high-quality financial analyses in the NGO sector. S/he must demonstrate good familiarity with QuickBooks Accounting software and knowledge of Enterprise Resource Planning (ERP) Software, e.g. SAP
- Proven administrative leadership and management ability in the areas of strategic planning and organizational development.
- At least 8 years of direct practical experience related to Financial Management and reporting in the NGO sector.

The DOF will uphold the following competencies:

- Ability to build and lead the team.
- Must be result-oriented
- Negotiation skills
- Verbal and written communication skills; Presentation skills
- Ability to build working relationships
- Analytical skills
- Ability to develop, monitor and maintain Management Information Systems and procedures
- Intercultural and interpersonal skills
- Ability to work under pressure and to work with multiple priorities
- Ability to work under strict deadlines: high calibre time management competency



How to apply:

All interested applicants who meet the required competencies and wish to apply should visit our website at <https://windleuganda.org/careers/> for instructions on how to apply.

Only applications submitted through the recommended link on the website will be accepted from 26th July, 2022.

Closing Date: Applications will be received up to **3rd August, 2022** by 17:00hrs EAT. Applications received after the closing date and time will not be considered.

Note:

- WIU is an equal opportunity employer; women and persons with disabilities who qualify are encouraged to apply.
- WIU does not charge a fee at any stage of the recruitment process. WIU will not be held responsible in the event that a candidate pays money to any person who claims to act on behalf of or for WIU. Report to the number 0800-111-428 or email wiu.integrity@windle.org if you are asked to pay a fee by any individual for this purpose.
- No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and black listed.
- Applicants must have no history of violation of children's rights or of child abuse and sexual harassment & exploitation.
- Only shortlisted candidates will be contacted.



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Kamwokya



APPLY NOW!

windeuganda.org/careers