

**Job Title: Finance and Administration Officer (1 Position)**

**Duty Station:** Luwero

**Reports To:** Finance and Compliance Manager

**Job Summary:** The holder offers guidance to supported sites on financial management, conducts

monthly support supervision, collects liquidation reports from facilities, verifies accuracy and compliance to UEC and donor requirements. S/he facilitates sites to submit quarterly requests, budget reviews, funds reallocation and supports finance report generation.

### **Specific Responsibilities and Tasks**

- Prepare cash forecasts for the Regional Office and review budget forecasts for the Regional Sub recipients to ensure they are in line with the approved grant budgets and monitor partners' budgets throughout the year.
- Assist Program Staff in developing grant budgets that align with their work plans.
- Conduct financial reviews for Sub-recipients (partners) to evaluate compliance with UEC and Donor regulations.
- Timely and accurate verification of sub recipient advances and liquidations of HIV/AIDS related activities ensuring that all expenses are coded to the appropriate account codes, expenses are within budget and are adequately supported and are authentic.
- Provide general capacity building to counterparts in areas of budgeting, broad financial management and programmatic accountability.
- Monitoring and evaluation of partner advances /grants and assisting partners/grantees with advice and practical guidelines on financial matters.
- Assist the Project Accountant with month end reporting.
- Review all substantiating source documentation to ensure that they comply with GAAP, A-122 and all relevant USG regulations,
- Conduct reconciliation and monitoring of the grant data entered in the NAVISION accounting software.
- Prepare payment requests, vouchers for accuracy and completeness for payment.
- Perform monthly bank reconciliations and submits to Project accountant for review.
- Ensure compliance with donor rules and regulations
- Review and process cash advances for Partners.
- In close collaboration with the Regional Team Lead oversees the arrangement of staff and visitors' travel within and outside the region.

### **Internal/ external working relations:**

UCMB finance staff, other project technical staffs, supported health care facilities, and

vendors. Qualifications, experience & abilities:

- B. Com/BBA with Accounting options.
- At least three years' work experience in a busy finance environment; NAVISION

knowledge and experience in Health-related NGO operations, regulations and compliance issues.

- Part qualification in CPA, ACCA at level II and above is an added advantage.
- Computer Literacy with Competency in MS word, MS Excel and accounting software.
- Team player with excellent written and oral communication skills in English.
- The person must be able to work with minimum supervision.
- Ability to manage multiple tasks at a time and work effectively with colleagues from different backgrounds.