

**Job Title: Finance and Grants Specialist (1Position)****Duty Station:** Kampala**Reports To:** Finance and Compliance Manager

**Job Summary:** The holder provides contracts and grants support to sub grantees and ensure compliance with the terms and conditions of the cooperative agreement and guidelines of the UEC grants manual, donor rules and regulations, identify compliance gaps, analyze the causes of gaps, and work with grantee staff and management to build capacity, enhance general awareness of compliance issues, and assist with the development of action plans that address gaps and strengthen internal controls, systems, and procedures in an efficient manner. Lead capacity-building activities to improve grant management and compliance to USG rules and regulations including development of grant agreement templates and training materials.

**Key roles of the position**

- Orientation of sub-grantees on financial management practices
- Review sub-grant budgets, funds requests for sub-grantees as well as preparing payment requisitions for sub-grantee funds.
- Provide a comparison of actual expenditures with budgeted amounts for each sub grantee and contract
- Onsite Mentorship, coaching and Capacity building of sub-grantee finance staff.
- Provide training and support to project staff on financial procedures and grant compliance.
- Ensure sub award agreement or contracts are signed with the sub-grantees.
- Conducting both Pre and Post award financial, administrative and risk assessment for sub- grantees
- Preparation of periodic liquidation reports for sub-grantees.
- Provide regular legal compliance reviews of all sub recipients to determine if they are in compliance with professional standards as well as the requirements of donors, local laws and the grant agreement.
- Periodically monitor, the sub recipients' financial operations, records, systems, and procedures
- Assist sub grantees in preparing annual expenditure analysis reports
- Provide technical support to the budget holders in preparation & compiling the budgets.
- Entering monthly sub-grant liquidations, performing sub-grant reconciliations in Navision system.
- Supporting sub-grantees on budget adjustments and redirection processes and advising the Finance Manager and the Program Manager on redirection approvals requests by sub- partners.
- Co-ordinating sub-grant audits.
- Conduct Asset verification of project related assets at sub-grantees.
- Compilation and submission of VAT reports and related documents to the donor.
- Stay informed about best practices and industry standards in donor funding requirements and financial management.
- Collaborate with program managers, project teams, and funding agencies to

- address financial concerns and provide guidance.
- Communicate financial information effectively to non-financial stakeholders

**Qualifications:**

- Bachelor's degree in finance, accounting, business administration, or a related field. A master's degree or professional certification (e.g., CPA, ACCA, CIMA) is preferred.
- At least 5 years of experience in USG grants and financial management, with a focus on grants and project finances.
- In-depth knowledge of grant regulations and compliance requirements.
- Proficiency in computer packages especially Advanced Excel
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Knowledge in use of Navision system

**Skills:**

- Financial analysis
- Budget development and management.
- Grant compliance and reporting.
- Auditing and internal controls.