

TERMS OF REFERENCE (TOR)/JD

SUMMARY OF THE JOB POSITION	
Job title:	Finance and Administration Officer (FAO)
Organization	HANDLE Uganda
Duty Station:	Gulu 70% and 30% Field Office (Palabek)
Type of employment:	Contract (12 months, with the possibility of yearly extension based on satisfactory performance)
Expected start date:	As soon as possible

About HANDLE Uganda and the Programme

Hope Alert Network for Development and Local Empowerment (HANDLE) is a National Non-Governmental Organization operating in Uganda since 2009. HANDLE works towards ensuring a world in which war-affected communities are rehabilitated, communities are economically empowered, and equal opportunity observed between men and women in service delivery. The organization implements its programme in five districts of Northern Uganda and three districts of West Nile: Lamwo, Arua, and Adjumani.

HANDLE Uganda has been awarded a three-year EUTF grant in a consortium with BRAC and International Refugee Rights Initiative (IIRR) to implement a project titled “Strengthening Safety, Protection and Peaceful Co-existence for Women and Youth in the refugee hosting districts of Lamwo, Adjumani, and Arua (SPACE).” The design of action is such that the activities and outputs will result in the action’s Specific Objective of “increase access to justice and peaceful co-existence among 15,000 refugees and host communities, and lead to the overall objective of “Contribute to safety, protection, and wellbeing among refugees and host communities.” To contribute, HANDLE wishes to recruit a qualified and competent officer who can develop, organize, and execute a wide range of activities to influence policy according to the scope of our programmes and specific results-oriented projects.

Job Purpose

The Finance & Administration Officer will be based in the HANDLE’s Gulu Office and S/he will be responsible for ensuring that the day-to-day accounting operations and financial management functions are performed following HANDLE’s policies and procedures, and under the Generally Accepted Accounting Principles (GAAP). S/he will also be responsible for providing support for day-to-day administrative requirements. The position will report to the Programme Manager and work with other officers within the Organization to ensure the proper implementation of quality finance and administrative management. S/he will work under the direct supervision of HANDLE’s CEO and work with the Programme Manager, Finance and Administrator, Project M&E Officer & Programme Officer of SPACE.

Specific duties and responsibility

I. Finance

- Advise program teams on resource integration options to meet match requirements of grants
- Lead the development of the annual program team operating budget, monitor actual performance, and develop project projections.
- Review and/or generate financial reports for compliance with grant and donor requirements.
- Analyze spending trends and provide feedback and analysis to the Project manager and field colleagues on areas with significant over or underspending.
- Prepare close-out documentation at end of funding cycles in compliance with government regulations.

- Contribute to the preparation of financial statements for donors and processing and retention of documents and support following donor's rules and regulations.
- Ensure compliance with regulations (internal and donor-related) for procurement of goods and services and record-keeping.

2. Budgets

- Review monthly Budget vs Actual (BvAs) and prepare any adjustments required for the Program Manager to review
- Provide insight into projected Budget vs Actual report based on field office generated information and provide the same to the Consortium finance and Programme manager ensuring timeliness and accuracy.
- Working with Programme managers to assist program staff to prepare grant budgets to support new proposals or realignments also ensuring adequate coverage of field operating cost
- Assist Senior Field/Consortium Manager and program managers to ensure that all accruals at grant closure are accurate, valid, and are promptly liquidated
- Review payment vouchers, ensuring completeness of the documentation and consistency with HANDLE's policies and procedures.
- Cash/Bank – Management Support in the processing of bank, Mobile Money, and cash transactions.
- Prepare weekly cash count and ensure that documentary evidence is duly signed by yourself and the senior Field/ Consortium Manager.
- Preparation of cash forecasts for submission to Consortium Office for release of funds on time
- Monitoring cash usage and requirements and inform the Manager of possible unusual activity or requirements
- Support government audits, provide the required information and facilitate audit recommendations implementation

3. Administration

- Develop and maintain effective office systems (e.g., IT support, office maintenance, fixed assets, supplier contact), ensuring these are consistent with HANDLE's operating requirements.
- Support the efficient running of HANDLE office daily operations.
- Ensure all procurement processes comply with Saferworld and donor regulations.
- Support logistics for HANDLE offices
- Other administration duties as agreed.

Job requirement

Education and Experience:

- Bachelor's degree in a business-related field (Commerce, Accounting, Finance) or full qualification in a recognized Accounting professional body. A postgraduate diploma or a master is an added advantage.
- A minimum of three years' experience in a busy, multicultural Non-Government Organization and handling donor funds track record and commitment to working in a results-oriented environment.
- Familiarity with the refugee context and the role of NGOs within this context.
- Minimum of three (3) years of finance and accounting experience preferably in an NGO.
- At least a minimum of 1 year of hands-on experience working with Consortium partners
- Excellent interpersonal, supervisory, and organizational skills;
- Experience handling EU grants is a plus.
- Ability to work with computers, effective communication, problem-solving and decision making.

Competencies/Abilities/Skills Required

- Sufficient knowledge of accounting and bookkeeping and high financial analytical skills
- Working knowledge of computerized accounting and other computer application packages like Pastel
- High integrity to be able to handle cash and cash related transactions
- Good interpersonal skills to be able to relate to people of diverse backgrounds
- Detail attention to be able to scrutinize financial and other information documents before decision making
- Planning and organizing ability to be able to accomplish tasks, file and retrieve information
- Effective communication both oral and written English
- Ability to produce and analyze reports
- Strong report writing skills in the English Language

Work Conditions

- The work schedule is 40 hours per week.
- The probation period is 3 months and can be extended to another 3 months.
- Sick leave: 14 days/year
- Annual leave 21 days/year
- Time flexibility is recognized by both parties with the consideration that this position might need to do part of the work after 5:00 pm.

Application:

All suitably qualified and interested candidates are encouraged to send their application letters together with curriculum vitae (maximum of 4 pages), names and contacts of three referees to ronald.okello@handle-uganda.org and copying ronny.kajaga@handle-uganda.org Please indicate the position title in the subject header.

Kindly DO NOT send your certificates at this stage.

Deadline for the Submission of the application is 5.00 p.m. on Saturday 6th of February 2021 (application will be reviewed on a rolling basis).