



Job Title: Finance Manager

Reports to: Director Finance and Administration

Responsible for: Finance Officer(s)

Other key relationships:

- 4.1 Support Colleagues within NUDIPU
- 4.2 External relations Beneficiaries/clients, Members, Civil Society/ Private Sector Organisations, Development Partners and Government officials

Purpose:

The purpose of this position is to oversee the management of financial health of the organisation in accordance with the established policies and procedures

Context:

NUDIPU has developed a 5 year Strategic Plan (2020-2024) that will see it focus on 3 Core Programme Areas of Economic Empowerment, Policy Influence and capacity building of the organisation and its membership.

The job holder will be a member of the Finance Unit and specifically support the Programmes Department.

Main Tasks and Responsibilities:

1. Ensure proper management of finances and assets of NUDIPU

- 1.1 Ensure safety of NUDIPU funds.

Ensure that periodic management accounts and other financial reports are prepared for use by NUDIPU and external stakeholders

- 1.3 Ensure that NUDIPU complies with statutory employment obligations including taxes
- 1.5 Ensure that sound accounting principles and controls are applied to financial transactions in the organization
- 1.5 Oversee budgeting, budget revisions and budgetary control within NUDIPU
- 1.6 Ensure that NUDIPU's financial policies are interpreted and applied correctly by staff, Board and other stakeholders

2. Undertake the following direct financial tasks

- 2.1 Monitor NUDIPU's compliance with partners' contracts and agreements
- 2.2 Carry out bank reconciliation for the organisation accounts, report any discrepancies to the Director Finance and Administration a way for their timey resolution.
- 2.3 Verify general ledgers, journals and reports for completeness and accuracy.
- 2.4 Maintain books and financial records of all programmes/projects
- 2.5 Provide support to the organisation's procurement activities
- 2.6 Provide regular updates to the Director Finance and Administration on the financial position of the various projects/programmes and any issues that require immediate action.
- 2.7 Prepare for and ensure timely submission of annual accounts to Auditors
- 2.8 Provide support supervision to and appraise the Finance Officers.
- 2.9 Prepare regular financial reports for the donors, management accounts and other financial reports to inform decision making by NUDIPU Management
- 2.10 Support the preparation of project/programme workplans, budgets and budget revisions as required by the various donors and the organisation.

- 11 Build the capacity of NUDIPU Membership, Board, Programme staff and those in the Finance Unit in Financial management through policies and practices.

3. Undertake the following Management responsibilities

- 3.1 Participate in organisational planning including setting of activity and financial targets
- 3.2 Participate in the development and or review of policies and organisational structure as and when appropriate
- 3.3 Advise the Executive Director on all financial, administrative and human resource matters.

4. Participate in Fund Raising initiatives

- 4.1 Support fundraising activities (including support to proposal writing and preparation of project budgets) as required by the Executive Director

5. Planning, Monitoring, Evaluation and Reporting

- 5.1 Plan and manage own workload in accordance with NUDIPU policies and procedures
- 5.2 Monitor the implementation of planned activities regularly and take action as appropriate
- 5.3 Design and take part in the evaluation of own work
- 5.4 Accept responsibility for quality of own work
- 5.5 Support and participate in the evaluation of NUDIPU's interventions, in particular the financial, administrative and human resource aspects
- 5.6 Ensure that resources are properly deployed and utilised

General Administration

Unless a disability prevents the job holder, s/he will:

- 6.1 Carry out own administrative functions, including filing and use of word-processing software for the production of own correspondence and reports

- 6.2 Ensure that the files and recording systems (both manual and computerised) are accurate and kept up to date and that all contacts with external organisations are properly recorded, as appropriate
- 6.3 Carry out any other organisational administration duties such as minute taking and registration at events as may be required

7 Others

- 7.2 Represent NUDIPU at other forums (including donor meetings) as required by the Executive Director
- 7.3 Cover for other programme or administrative staff as necessary
- 7.4 Prepare for and participate in Support and Supervision Sessions and Appraisals.
- 7.5 Attend and participate in staff meetings and other working groups as required.
- 7.6 Adhere to NUDIPU's policies, procedures, and performance expectations in all functions of the post
- 7.7 Take part in the selection, recruitment and induction of staff and volunteers as required
- 7.8 Provide leadership and support to volunteers and students on industrial training etc
- 7.9 Adhere to NUDIPU's values including Accountability and Transparency, Respect, Love and Compassion, Team Spirit, Equity and Unity in Diversity and to actively promote their application amongst colleagues
- 7.10 Identify own learning goals and with the Executive Director agree, implement and monitor learning activities
- 7.11 Learn new ways of working and adapt to different work environments
- 7.12 Undertake as required, any other duties compatible with the level and nature of the post and/or reasonably required by the Executive Director

Education qualification

- Hon. Degree in Accounting, finance and business Administration (with accounting option).

Minimum professional qualification

- At least Level III of professional accounting qualification, either as a chartered or certified Public Accountant.

Minimum prior experience

- At least 5 years working experience role in finance with a reputable organisation, 2 of which must be at a management/supervisory level.
- Previous experience working with membership, NGO organisation with many donors will be an advantage.

Desirable skills

- Strong attention to detail and an investigative nature
- Good oral and written communication skills
- Self-motivation
- Initiative and ability to work as part of a team
- Ability to negotiate and influencing others
- Excellent problem-solving, analytical, technical, IT and numerical abilities are crucial.

How to apply:

Interested and qualified persons should hand deliver their applications to National Union of Disabled Persons of Uganda (NUDIPU) head office along Bukoto Kisaasi Road not later than 6th April, 2021 at 5:30 PM addressed to the Chief Executive Officer, or send through the organizational postal address

P.O. Box 8567. Kampala Uganda.