**Role Profile**

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| **Overview** | | |
| Role | Finance & Administration Director | |
| Main Purpose | 1. Oversee the execution of the finance and administrative operations of Hope for Justice Uganda in accordance with the Organization’s policies and procedures; ensure that the organization’s financial resources and assets are well managed and adequate for effective implementation of planned programs. 2. Ensure a robust budgeting and financial management and tracking system that adequately recognizes and effectively accounts for project funds and preparation of Hope for Justice Uganda accounts for review by management and submission to head office and donors. 3. Provide financial expertise and advice to the Country Director and the Senior Management Team. | |
| Department | Programmes | |
| Location | Uganda | |
| Reporting To | Country Director, matrix managed by Head Office Finance Director | |
| **Key Result Areas** | | |
| * Finance management and administration processes are functioning in accordance with organisational policies and procedures. * Accounts records are complete and up to date * Financial plans including institutional and project budgets are prepared effectively. * Management accounts, donor financial reports are prepared and submitted on time * Inventory of assets is up to date | | |
| **Main Duties** | | |
| 1. **Financial Management**   1.1 Ensure that a sound, efficient and effective financial management system is operational at all times.  1.2 Enforce adherence to approved systems, policies, procedures, and regulations in all financial transactions, monitoring and reporting.  1.3 Spearhead the preparation of budgets including overall institutional budget, project budgets, periodic cash flow forecasts and financial requests.  1.4 Perform regular financial analysis, timely production of periodic reports including monthly management accounts, donor financial reports, annual accounts and other special purpose reports to aid in management decision making.  1.5 Support and ensure that the auditing of organisational accounts is undertaken in a timely manner including the preparation of the relevant financial statements of Hope for Justice Uganda.  1.6 Manage the financial relationships with external parties and liaise with them on behalf of Hope for Justice.  2. **Grants Management**  2.1 Participate in the development of project proposals by ensuring that the costing for activities is properly done and that the budget includes all relevant components of the proposal.  2.2 Ensure that proper systems, formats, procedures and regulations are used by sub grantees for financial transactions, monitoring, reporting and closing sub-grants in accordance with HfJ and donor regulations.  2.3 Conduct necessary training to help the implementing partners maintain good financial practices and records.   * 1. Monitor the use of grants advanced to the partners, review their financial reports and give feedback to the partners and escalate any significant matters affecting the operations of grants  1. **Administration**    1. Ensure all contracts, agreements and letters of hire are in place together with all relevant deliverables.    2. Ensure regular back up of all administrative and financial data.    3. Ensure effective management of organizational assets including the maintenance of an up-to-date fixed assets register and ensuring that physical verification of the assets is undertaken regularly.    4. Evaluate the efficiency and integrity of procurement processes to ensure cost-effective procurement of goods and services.    5. Provide effective line management to direct reports; carry out staff performance management including monthly supervision meetings and annual appraisals.    6. Ensure that the office premises and office infrastructure of Hope for Justice Uganda are kept in the most appropriate conditions and provide an enabling environment for staff and associates. 2. **SMT**    1. Develop and oversee the delivery of plans and services in order to ensure that Hope for Justice Uganda achieves its aims and objectives and fulfils contractual obligations.    2. Provide technical advice and operational guidance on innovative approaches to project financing, risk assessment/mitigation.    3. Represent Hope for Justice’s interests through proactive management of positive relationships with key in-country service providers, clients, stakeholders, partners, governments and regulatory bodies.   **Other**  Understand and uphold the standards outlined in the Hope for Justice Safeguarding policies, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with our work and reporting concerns if they do arise. | | |
| **Soft Skills** | | **Technical Skills** |
| * Excellent communication and interpersonal skills * Well organised, self-directed, flexible and committed to achieving high standards. * Results-oriented with the ability to be creative and innovative. * High level of integrity, accountability and responsibility; * Conflict resolution | | * In depth knowledge of accounting software as well as Microsoft Office suite (Excel, Word, PowerPoint) * Strong financial analysis skills * Leadership skills * Capacity building, facilitation, and training skills * Risk management * Excellent analytical, written, and oral communication |
| **Experience & Education** | | |
| * A degree in Accounting or Business Management with a bias in Accounting * Membership to professional accounting bodies such as ACCA and CPA. * At least 10 years of progressive and professional accounting experience, preferably in NGO environment, of which at least 5 years should have been as a head of accounting function. * Significant experience of managing Finance and administrative functions for projects funded by USAID, EU and DFID. | | |