



Catholic Relief Services, Uganda Program

JOB ANNOUNCEMENT

Position Title: Finance Officer
Position Band: 6
Location: Yumbe, Uganda (Full Time Assignment)
Reports To: Deputy Finance Manager

Catholic Relief Services is a global non-governmental Christian humanitarian and development organization with a special focus serving the needs of disadvantaged populations to ensure that the dignity of the human person is maintained regardless of race, religion, gender or colour.

Job Summary

- He/she will ensure adequate stewardship of agency resources and sound financial reporting in line with Generally Accepted Accounting Principles, CRS policies and procedures, local laws and donor requirements. His/her major responsibilities would include but not limited to managing bank & petty cash operations, cash receipts, receivables, prepayments & payables.
- Duties and responsibilities
- Review staff short term advance liquidations, travel expense vouchers with 100% accuracy and in accordance to the Agency Documentation Policy.
- Prepare General Journal vouchers
- Consolidate templates for posting of General Journal vouchers and send to SFO for posting to SUN on a daily basis
- Receive cash and prepare the cash receipt slip. Update the cash receipt register and send report to SFO.
- Cash Management – verify the cash in bank report and plan for the cash call from Kampala Office and ensure adequate cash is available for planned activities.
- Managing Advances, Prepayments, and Receivables through follow up on delinquent liquidations, Reconciliation of accounts.
- Prepare bank reconciliation statements in conformity with established procedures and policies by 4th of every month.
- Involvement in the production of quarterly cash forecasts.
- Review OCH transactions to ensure that proper approvals and authorization have been done.
- Conduct weekly surprise cash count.
- Ensure OCH is managed and replenished in accordance to CRS cash management procedures.
- Assist the Senior Finance Officer to respond to the in country Management requests.
- Supervise and mentor the OCH Custodian.
- From time to time, perform any other duties as may be assigned by Finance Manager and/Management.

Agency-wide competencies (for all CRS Staff)

These are rooted in the mission, values, and principles of CRS and used by each staff member to fulfill his or her responsibilities and to achieve the desired results.

Serves with Integrity
Models Stewardship
Cultivates Constructive Relationships
Promotes Learning

Emergency Competencies

These are rooted in the mission, values, and principles of CRS and used by each staff working in emergencies to fulfill his or her responsibilities and to achieve the desired results.
Communicates strategically under pressure
Manages stress and complexity
Actively promotes safety and security
Manages and implements high-quality emergency programs

Supervisory Responsibilities:

Assistant Finance Officer

Key Working Relationships:

Internal: Yumbe finance staff, field office administration, operations and logistics staff

External: vendors, banks

QUALIFICATIONS:

- Degree in Business administration with a bias in Accounting (BBA-Accounting)
- Computer Literacy with competence in Navision, Quick books, Sun System, Ms Word, Ms Excel and other accounting packages especially **Sun Systems**.
- Minimum of three years' work experience in a busy finance environment of an International NGO or UN agency.
- Demonstrated experience/knowledge of USG regulations and compliance issues.
- Proven ability to build effective teams and create consensus including keen ability to motivate through example; adept at building capacity in others.
- Respect for diversity.
- Willing to work additional hours as and when required, and travel to the field.

DISCLAIMER CLAUSE:

This job description is not an exhaustive list of skills, effort, duties and responsibilities associated with the position. CRS' recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. "I understand that CRS takes all allegations of abuse and exploitation seriously. Abuse or exploitation of children or vulnerable adults is grounds for immediate dismissal." Please submit cover letter, CV, testimonials and three work references (names and contact information only) to ug_recruitment@crs.org or submit hard copy to **Catholic Relief Services, Plot 577, Block 15, Nsambya Road, P.O Box: 30086 Kampala**. Deadline for submitting applications is **August 29th, 2017 at 5:00pm**.

ONLY SELECTED CANDIDATES THAT MEET THE REQUIREMENTS WILL BE NOTIFIED. EOE/M/F/D/V