

Our client in the NGO Sector wants to recruit a **Director of Finance**. Our client is a private not for profit child health and development organization providing family-centered pediatric HIV/AIDS prevention, care and treatment service, health professional training, and clinical research in Uganda. The organization operates in over 20 districts in Uganda. The successful candidate will join a team of highly talented pool working to move the organization to greater heights and should be ready to work with minimal or no supervision.

Position: Director of Finance

Reporting to: The Executive Director

Role definition: initiate, develop, and monitor the implementation of systems, policies, and working procedures for managing finance activities in line with the organization's mission and objectives

Key result areas, duties and responsibilities:

- 1- Initiate, develop and monitor the implementation of financial control systems, policies and procedures to maintain financial discipline in regard to financial policies and regulations of the organization
- 2- Initiate, monitor and review timely preparation and submission of management accounts and financial statements and forecasts in line with International Financial Reporting Standards and Donor requirements
- 3- Prepare consolidated annual budgets then monitor the preparation and implementation of approved departmental/program/project budgets by Management and Board of Directors in line with the Strategic Plan and Annual Work Plans
- 4- Develop and monitor the implementation of a strategy for facilitating 'periodic internal, external and donor audits' and implementing related audit findings at Clinics and organization's supported regions in line with the auditing standards and guidelines
- 5- Periodically monitor the financial performance of the organization against approved revenue and expenditure estimates and prepare regular reports to advise management and the Board of Directors on Budgetary control & Cost cutting measures within agreed reporting deadlines
- 6- Review and approve documents/reports regarding procurement, distribution, allocation and appropriate use of assets, facilities, materials, staff salaries and other expenditures in line with the organization's financial policies
- 7- Develop and maintain partnerships and networks with the directorate key stakeholders to foster an harmonized and

controlled organization financial system in line with the financial policy

- 8- Monitor the compliance of the Directorate teams to HR systems and policies as well as conduct supervisory HR support activities to maintain a competent & motivated "team of Leaders" in the Directorates in line with the Human resources manual.
- 9- Develop a 3 to 5 years 'operation strategy based on holistic strategic thinking' for the finance Directorate and monitor its implementation through the periodic consolidated BSCs for the directorate inclusive of the regional offices in line with organization strategic plan and the financial policy

Qualifications & Experience

The job holder should have;

1. A Bachelor's (honors) degree in Commerce, Accounting or Finance and a Masters degree in Finance, Accounting or an MBA with accounting option from a reputable university.
2. Membership of any relevant professional i.e. ACCA or CPA
3. The candidate must have at least **seven (7) years working** experience, with **four (4) years'** experience in Finance and accounting at senior management level in a reputable Non-Governmental Organization
4. 35-50 years of age.
5. Knowledge of Finance and accounting packages most especially Navision
6. Have Key personal competences in Team and communication skills, analytical skills, networking and partnership skills.
7. Must be dynamic, Persuasive & convincing, self- motivated and able to demonstrate high initiative.

How to Apply: Please send your email application to the following address by not later than **24th March 2016**.

Please attach your full CV, your email and day time telephone contact. Emails: pkfhr@ug.pkfea.com