



Catholic Relief Services, Uganda Program

JOB ANNOUNCEMENT

Position Title: Deputy Finance Manager
Position Band: 9:
Location: Yumbe, Uganda (Full Time Assignment)
Reports To: Emergency Coordinator for administrative purposes and to the Finance Manager for technical supervision

ABOUT CRS:

Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partner's people of all faiths and secular traditions who share our values and our commitment to serving those in need.

OVERVIEW:

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 be financial management at Yumbe field office, managing short term advances to staff, bank, OCH & petty cash operations, payments, receivables & payables.

JOB RESPONSIBILITIES:

- Accurate and timely review of Payment Requests using the transaction review checklists and in accordance to the Agency's Documentation Policy.
- Accurate and timely verification of Cash Disbursement Journals, General Journals and Cash Receipt Journals including Journals liquidating OCH.
- Prepare the consolidated reports for Journals send to the FM in Kampala for posting on a daily basis.
- Cash Management – Ensure availability of cash in bank and at the office at all times. Verify the cash report and plan for the cash call from Kampala Office.
- Being responsive to support emergency activities with urgency.
- Review Staff receivable liquidations, manage Advances, Prepayments, and Receivables through follow up on delinquent liquidations, Reconciliation of accounts.
- Verify bank reconciliation statements in conformity with established procedures and policies by 4th of every month.
- Work with the program manager to prepare the monthly cash forecast. Involvement in the production of quarterly cash forecasts.
- Work closely with budget managers to review budget comparison (budget versus actual) reports and follow up for corrective action
- Work with program managers to prepare the donor reports on a timely basis
- Conduct weekly surprise cash count.
- Supervise and mentor sub officer finance staff
- Represent finance in Bid Committee meetings.
- From time to time, perform any other duties as may be assigned by Finance Manager and/Management

SUPERVISORY RESPONSIBILITIES: Finance Officer and Assistant Finance Officer

KEY WORKING RELATIONSHIPS:

Internal/External: Country Representative, Management Quality Director, HQ and Regional Office Finance Staff, Program Staff, Finance staff, Admin Staff, Vendors, Partners, Bankers, Statutory Bodies and Auditors.

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

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.
- Ability to manage multiple tasks at a time and good team builder.
- Strong organizational and planning skills.
- Highly pro-active and self-disciplined.
- Strong inter-personal skills and communication skills; demonstrating diplomacy and tact.
- Demonstrated ability to provide leadership and vision in a multicultural environment with sensitivity and 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