

Associate Director of Administration and Finance, Uganda SBC

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Company: FHI 360

Location: Kampala

Category: other-general

Associate Director, Administration and Finance

USAID Uganda SBC project

Job Summary:

The Director, Finance and Administration, will be responsible for financial and administrative aspects of the anticipated Uganda Social and Behavior Change (SBC) Activity, including budget development and monitoring, prime award monitoring and compliance, sub award management, procurement, and logistics. Manage the activities of the finance staff. Review and approve recommendations for financial planning and control, providing relevant fiscal information to executive management team. Develop and manage internal financial audits. Develop formal reporting system to communicate results of audit activities to management and regulatory compliance agencies. Provide leadership and technical guidance for compliance with Sarbanes-Oxley (SOX) legislation. Select, develop and evaluate personnel to ensure the efficient operation of the function. Based in Kampala, this position is contingent on funder approval of key personnel and availability of funds.

Accountabilities:

Provide leadership to finance, operations, and administration aspects of the project, including general administrative processes, financial management, subaward management, accounting, and logistics.

Establish and maintain sound and transparent accounting and fiscal control procedures for financial, subaward and operations aspects of project.

Ensure compliance of financial and operations systems with FHI 360 policies and procedures, USAID rules and regulation, award requirements, and GOU laws.

Develop, analyze, and monitor program budgets; monitor and track obligations and expenditures against budgets.

Manage project procurement processes.

Advise senior leadership regularly on financial and operations-related matters.

Provide technical assistance, as needed, to local partners on financial compliance and reporting.

Prepare and submit annual and quarterly financial and accrual reports to USAID.

Contribute to the development of high-quality work plans, quarterly and annual reports, financial reports, and any other reports required by USAID.

Liaise with internal and external auditors in the review of project financial management.

Supervise other project-based administrative, finance, procurement, administrative, and contract and grants staff.

Manage teams across locations and team members, and ensure a 'one project' approach.

Ensure the team's efforts are coordinated and conducted in accordance to plans.

Provide recommendations and consults with management on financial projects and compliances supporting country offices.

Develop and implement process improvement plans for department to ensure financial controls and operational procedures.

Participate and provide financial reporting for annual budget planning, audit reviews and assessments.

Builds and trains staff on financial policies and procedures, Generally Accepted Accounting Principles (GAAP) practices and client relationships.

Applied Knowledge & Skills:

Comprehensive knowledge of concepts, practices, and procedures with accounting, financial

controls and financial information systems.

Excellent oral and written English communication skills.

Excellent and demonstrated organizational and presentation skills.

Excellent and demonstrated project management skills.

Ability to influence, motivates, and negotiates and work well with others.

Problem Solving & Impact:

Works on problems of complex scope that require in depth evaluation of data and various factors.

Exercises judgment within broadly defined practices and policies in selecting methods, techniques, for obtaining results.

Decisions made generally affect company operations and may jeopardize overall business activities.

Supervision Given/Received:

Manages staff to meet departmental and organizational strategic goals.

Accounts for the budget, procedures, and training of staff to achieve results.

Develops and recommends solutions to management meet internal and external needs of the company.

Reports to Chief of Party.

Education:

Bachelor's Degree or its International Equivalent.

Experience:

8+ years finance management experience (including 3+ years of line management experience).

Certified Public Accountant or ACCA.

Expertise in USG cost principles, rules, and regulations, and applying these in project

decision-making.

Demonstrated experience in supporting and working with project technical staff to ensure resources are used efficiently and to accurately account for expenditures.

Demonstrated experience in managing subgrants including risk assessment and working with host government entities as grantees.

Expertise in USG cost principles, rules and regulations, and applying these in program decision-making.

Exceptional skills in automated accounting systems and use of Excel spreadsheets

Excellent record of accurate and on-time reporting to donor agencies

Knowledge in generally accepted accounting, budgeting, and fiscal control principles.

Demonstrated experience and skills in developing and managing large budgets.

Experience working as a member of high performance team.

Experience building capacity in financial management of community-based organizations and implementing partners.

Demonstrated ability to create and maintain effective working relations with NGO partners, community-based organizations and international donor agencies.

Demonstrated leadership qualities, depth and breadth of financial management expertise.

Ability to work independently and manage a high-volume work flow.

Typical Physical Demands:

Typical office environment.

Ability to spend long hours looking at computer screen and doing repetitive work on a keyboard.

Ability to sit and stand for extended periods of time.

Ability to lift/move up to 5 lbs.

Technology to be Used:

Personal Computer/Laptop, Microsoft applications (, Office 365, SharePoint, Skype/Zoom/Teams), cell phone/mobile technology, and standard office equipment.

Travel Requirements:

Less than 10%

This job posting summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

FHI 360 is an equal opportunity and affirmative action employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, physical or mental disability, protected Veteran status, or any other characteristic protected under applicable law.

Our values and commitments to safeguarding:FHI 360 is committed to preventing any type of abuse, exploitation and harassment in our work environments and programs, including sexual abuse, exploitation and harassment. FHI 360 takes steps to safeguard the welfare of everyone who engages with our organization and programs and requires that all personnel, including staff members and volunteers, share this commitment and sign our code of conduct. All offers of employment will be subject to appropriate screening checks, including reference, criminal record and terrorism finance checks. FHI 360 also participates in the Inter-Agency Misconduct Disclosure Scheme (MDS), facilitated by the Steering Committee for Humanitarian Response. In line with the MDS, we will request information from job applicants' previous employers about any substantiated findings of sexual abuse, exploitation and/or harassment during the applicant's tenure with previous employers. By applying, job applicants confirm their understanding of these recruitment procedures and consent to these screening checks.

FHI 360 will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws.

FHI 360 fosters the strength and health of its workforce through a competitive benefits package, professional development and policies and programs that support a healthy

work/life balance. Join our global workforce to make a positive difference for others — and yourself.

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