

Finance and Administration Director

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Company: Jhpiego

Location: Kampala

Category: other-general

Responsibilities

Ensure accurate financial, contractual and administrative reporting of the project compliant with Jhpiego and USAID rules and regulations, and terms and conditions of the award

Oversee day-to-day coordination of financial activities ensuring cost efficiency

Maintain and administer an on-site financial accounting and bookkeeping system (QuickBooks) required to assure the integrity and effective performance of financial operations and prepare monthly reports

Manage all sub-grants, ensuring compliance and reporting of sub-awardee, and building their capacity as needed

Ensure that Jhpiego human resources and administrative procedures are in place for project

Oversee project's day-to-day cash needs, payments, procurement, contracts, sub-grants, reviewing/processing invoices, district office start-up, operation systems, policies and procedures, consultant payments

Provide guidance to project team members regarding the financial requirements of the project and office operations in compliance with USAID Johns Hopkins University, and Jhpiego procedures and policies

Lead the development, monitoring, and review of project budgets; review monthly financial analysis and budget vs. expense reports to determine reasonableness of variances and take

appropriate actions, as required

Provide guidance, monitoring and support to project team, including procurement for goods and services, logistical support for local and international travel (including expense reports) for staff and consultants, contracts development and management and maintenance of office inventory

Facilitate the work of external audits and ensure that financial records are properly maintained and readily available during audits

Direct and oversee the monitoring and annual auditing of cost-share requirements, tracking and reporting

Contribute to developing work plans and annual budgets for project activities and local office costs

Ensure that USAID resources are appropriately directed to project priorities and are in line with project work plans

Provide financial reports, including pipeline analysis, quarterly project reports, as requested by the donor

Mentor, support, supervise and manage a team of highly qualified staff and align their efforts in concert with project goals to ensure rapid and sustainable results

Ensure that Jhpiego human resources and administrative procedures are in place for the project and staff are in compliance. These include time keeping, tracking of leave, sick days, absence, personnel employment records, and other human resources actions

Required Qualifications

Master's degree in Business Administration, Public Administration, Finance, Accounting or relevant field and eight years of finance and administrative experience

At least twelve years of experience with financial analysis, financial reporting, cash flow analysis, budget development and forecasting, preferably on international health projects

At least twelve years providing financial planning and management, human resources and procurement for projects in Uganda

At least eight years or more years of senior-level work experience with USAID or USG funded projects

Demonstrated experience organizing resources and establishing priorities

Subcontract or sub-agreement financial management experience

Knowledge of financing mechanisms - contracts and grants and their relevant terms and conditions

Experience developing and/or implementing finance and accounting policies, procedures and systems

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Jhpiego promotes Affirmative Action for minorities, women, individuals who are disabled, and veterans

APPLICATION DEADLINE: Thursday 7th March 2024

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