

Finance And Administration Manager

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Company: Fuzu

Location: Kampala

Category: other-general

Job Summary

Contract Type:

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The position will ensure sound and transparent accounting and financial management (efficient, timely and accurate financial information and reporting, payroll and financial disbursements, records and ensure compliance). The individual will also management administration related tasks and processes.

The position holder will work under the direct supervision of the Country Manager but with technical guidance from the Regional Finance Manager.

Requirements

- Bachelor's degree in commerce, finance, or business-related field. Master's degree in relevant field will be an added advantage.
- Holder of a professional accounting qualification: CPA or ACCA

Responsibilities

- Promote and support the interest of Vi Agroforestry
- Be committed to and contribute to the fulfilment of the Vi Agroforestry strategy.
- Ensure and promote rights-based approach in all that we do.
- Ensure adherence to Vi Agroforestry policies, guidelines, operating procedures and workplans.
- Ensure compliance to donor requirements.
- Ensure high quality in all that we do.

- Be committed to fighting corruption and fraud and always report when there is any kind of suspicion.
- Ensure that gender is mainstreamed, and Gender Transformation is promoted in all our operations.
- Keep abreast with the development in your areas of responsibility.
- Liaise with partner organisations researchers and other relevant stakeholders.
- Contribute to effective cooperation among staff in the global organisation.
- Contribute to a healthy work environment at the workplace.
- Support teamwork and assist each other as needs arise.
- contribute to the development and implementation of risk management plans, work plans and budgets for the country office.
- Keep your manager updated on opportunities and challenges as well as on the progress of your assignments. Make sure to inform your manager well in advance if you have difficulties meeting your deadlines.
- Upon request from the country manager, fulfil other tasks at the country office/regional office or department level.

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