

Finance And Operations Manager

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Company: Fuzu

Location: Kampala

Category: other-general

Job Summary

Contract Type:

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Under the supervision of the Director, Finance and Operations; provide technical oversight to the financial and project operations; ensure financial effective management by providing accounting, administrative, financial management and logistical support to ensure smooth operation and implementation of project activities.

Requirements

- Bachelor's degree in accounting, Finance or Commerce (Accounting)
- Master's degree in business administration, financial management (Accounting)
- Professional qualification such as: ACCA, CMA, CPA or MCIPS) with membership to a professional body.
- Over 10 years' experience in managing funder/partners funds, preferably with large and complex grants and knowledge of CDC USG contract and grant compliance requirements.
- Proven expertise in finance, accounting and auditing, including automated financial systems.
- Specific experience in managing CDC/USG agreements and the financial reporting requirements; and sub-grants management protocols.
- Applied knowledge in budget development, project management, contracts management, financial management, grants management and procurement.
- Ability to submit timely financial reports per the required financial procedures and CDC/USG requirements.

- Ability to manage funds, logistics and human resources in accordance with CDC /USG guidelines.
- Demonstrated strong management, coordination, teamwork, and planning skills.

Responsibilities

1. In conjunction with the Director, Finance and Operations support the planning and budgeting process and consolidate the work plans and budgets, and monitor budget utilization in line with approved activities and USAID guidelines.
2. Review all approved payments for the project's local vendors, contractors and consultants for goods and services received, in accordance with MJAP Finance Manual and the USAID regulations.
3. Provide Technical Assistance to review sub grantees' budgets and work plans for the effective and efficient utilization and compliance with MJAP and funder/partners guidelines.
4. Maintain the project's current standing with all mandated tax and registrations, including submission of payments and required reports.
5. Manage cash flow, and authorization for payment of local costs and reconcile the project's bank accounts and field advance accounts each month.
6. Verify and document all project financial transactions in the approved MJAP Accounting System and submit timely reports each month.
7. Review all paid invoices, verifying agreement with supporting documentation, including price quotes, purchase orders and shipping receipts.
8. Implement internal systems for obtaining purchase approvals and use of assets and ensure the adequate application of internal controls.
9. Ensure that established policies and procedures on finance are understood by staff, implemented, and regularly reviewed.
10. Coordinate and support operational units of Administration, Accounting, HR, IT, and procurement; supervise and appraise staff under his/her docket.
11. Prepare for draft TB, GL, SEFA and Phoenix reports for External and Internal auditing of the project funds.
12. Coordinate program implementation, including effective provision of administrative and logistic support to district, health facility, community based and other field activities.
13. Work closely with the Procurement Specialist to ensure that all suppliers/vendors are paid on time and in accordance with the USAID and Internal MJAP rules & regulations.
14. Manage submission and reporting of WHT, PAYE and NSSF on a timely manner.

15. Any other duties as may be assigned by the supervisor.

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