



JOB DESCRIPTION FOR FINANCE AND OPERATIONS MANAGER FOR IRC UGANDA

BACKGROUND

IRC is an independent international non-profit organisation in the field of water supply, sanitation, hygiene (WASH) and integrated water resources management (IWRM). With 49 years of experience, IRC runs large-scale programmes in six focus countries in Africa, Asia and Latin America; and projects in more than 25 countries supported by a team of around 70 staff across the world. IRC is headquartered in The Netherlands.

At IRC, we are aware that 1.8 billion people around the world don't have access to safe water and 2.4 billion lack access to adequate sanitation. We know that women and children spend more than 4 hours walking for water each day, and more than 840,000 people die each year from water-related diseases. We believe that turning on a working tap should not be a surprise or cause for celebration. We believe in a world where water, sanitation and hygiene services are fundamental utilities that everyone is able to take for granted.

IRC has been operating in Uganda since 2005, and was officially registered by the Ministry of Internal Affairs (National Board of NGOs) as an International NGO in 2014. IRC is also registered with the Uganda Revenue Authority as a tax paying organisation and with the National Social Security Fund as a contributing Employer.

JOB PURPOSE:

Maintaining reliable records and books of accounts reflecting the true financial state of IRC Uganda at all times. As well as ensuring that funds are utilized in the most efficient manner for growth and goodwill of IRC globally and locally, in line with internationally accepted financial and accounting procedures.

REPORTING:

- The Finance Manager is hierarchically accountable to the IRC Uganda Country Director and is part of the leadership team of the Uganda Country Program
- The Finance Manager reports on the monetary and fiscal status of IRC Uganda operations and projects, as well as functionally on the day-to-day operations including reporting
- The Finance Manager work closely with the Project Controller for Uganda (based in The Netherlands) in regards to the monthly closing off accounts and the formal (project) reporting

CORE COMPETENCIES & VALUES:

- **Transparency:** Ensure honesty in own behaviour and the behaviour of others that is consistent with the values of the organization.
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

- Trust: Build trust in the teams you work with, trust co-workers to be authentic in their work and dealings
- Problem solving: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Collaboration: Be consistently accountable to co-workers
- Learning and teaching: Seek to continually learn from others, and pass on the baton by teaching others to enhance their effectiveness

ESSENTIAL JOB FUNCTIONS & DUTIES:

1. Financial Operations and Management

- Maintain the financial and accounting system of IRC Uganda consistent with financial regulations, rules, policies and procedures
- Prepare and submit as per policy monthly and annual financial results and manage the cash flow including preparation of cash flow forecasts and wire transfer requests in accordance with policy
- Manage and maintain an effective monthly payroll administration system to ensure that employees are paid in a timely and accurate manner
- Reconcile bank and investment accounts
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Coordinate the establishment of an employee insurance and benefits plans
- Prepare the annual budget and annual financial reports in consultation with the Country Director, Programme Team and Project Controller
- Assist the Country Director and Programme Team with the preparation of the overall annual country budget as well as budgets for funding applications
- Maintain financial records for each project including in-country funded projects in a manner that facilitates monthly management reports
- Monitor risk management policies and procedures to ensure that program and organizational risks are minimized
- Set up and maintain systems and procedures for internal control
- Maintain and oversee financial accounting systems for cash management, accounts payable, accounts receivable, journal entries and petty cash
- Oversee the documentation and maintenance of complete and accurate supporting information for all financial transactions
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Assist the partners of IRC Uganda –Uganda as needed
- Supervise the Finance and Accounts assistant and ensure she effectively carries out her duties

2. Financial Reporting and Controlling

- Maintain timely and accurate financial statements and reports that are appropriate for users such as the Chief Finance Officer, Project Controller, funding partners and Auditors in accordance with accounting principles and in the case of funding partners in accordance with contract agreements with funders

- Facilitate efficient communication and process navigation between the Uganda Country Programme and IRC HQ in The Netherlands
- Ensure that all statutory requirements of the organization are met including filing of annual returns, submission of PAYE, NSSF and benefits remittances and other relevant taxes on time
- Prepare all supporting information for the annual external audit, internal audits and donor specific audits and liaise with the Project Controller and the external auditors as necessary
- Complete and Implement the financial procedures manual and ensure compliance to accounting policies and procedures by all staff
- Effectively handle banking relationships, including negotiation of exchange rates and validation of all financial statements for effective reconciliation with bankers

REQUIRED QUALIFICATIONS, EXPERIENCE & SKILLS:

1. University Degree in any of the following; Commerce, Finance, Accounting
2. Certified/Chartered Accountant fully qualified in ACCA /CPA
3. Five years in a Managerial role in Accounting or Finance departments, with a minimum 3 years non-profit accounting/finance experience.
4. Understanding of the principles and practices of (International) accounting, auditing, and financial reporting, where experience in complex multi-currency transactions is considered a plus.
5. Experience managing donor projects funded by USAID and other international public or private agencies and foundations.
6. Excellent written and verbal communication skills in English.
7. Knowledge of Companies Act, Income Tax Act and labour/employment laws of Uganda
8. Proficiency in the use of computer programs for Accounting and Microsoft Office programs including Excel, Quickbooks, Word, Power Point and Outlook.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Standard work week of 40 hrs
- Normal office environment with occasional travel to the IRC Uganda district office in Kabarole and IRC HQ in The Netherlands