

JOB ADVERTISEMENT

Finance and Administration Officer Based in Kyangwali – Hoima Uganda

About HIJRA:

Humanitarian Initiative Just Relief Aid (HIJRA) is an international humanitarian and development organization that positively contributes towards improving the living standards and conditions of those adversely affected by disasters and conflict. HIJRA with funding from the UNHCR plans to implement a Protection Program for refugees in Kyangwali settlement (Hoima district) and is now looking for qualified and competent persons to fill the position of **Finance and Administration Officer** to be based in **Kyangwali – Hoima District**.

Job Summary:

The Finance and Administration Officer will be providing financial and administrative related support to HIJRA Uganda.

Reporting Relationships:

The post holder will be responsible to the **Project Manager**.

Duties:

1. Monitor expenditure of various projects and ensure timely submission of financial reports.
2. Constantly review financial requirements and forecasting of expenditures.
3. Establish monthly cash requirements for the office and request timely replenishments from the Regional Office.
4. Liaise and keep close contacts with the local banks, manage all accounts and observe local foreign control regulations.
5. Manage funds and financial assets of the organization Office.
6. Manage the delivery of monthly reports and feedback on budget accounts.
7. Co-ordinate the budget preparation and financial plans and conduct budget reviews
8. Coordinate and manage the monitoring and approval of budgets versus expenses and ensure accurate accounting, authorisation and internal control procedures.
9. Manage and oversee the cash management process to ensure its safeguarding and proper disbursement.
10. Manage and review the monthly close of the accounts and Monitor cash flows
11. Prepare the monthly financial results to ensure effective communication of results to the management and provide the management with regular financial analysis on numerous financial issues.
12. Coordinate and manage the implementation of all Finance, and Administration procedures and processes.

Competencies, Qualifications, Skills and Experience:

- Bachelor's degree in finance, accounting or business administration;
- A minimum of 5 years' experience in Finance and Administration from a reputable organization.
- Management and accounting for INGO.
- Demonstrated high sense of personal integrity
- Experience in working with donors.
- Must have knowledge of the management of payroll, taxes, audits and Projects Financial Management.
- A minimum of 5 years' experience working with accounting software and well versed with other computer applications.

Application Process:

Qualified Candidates are requested to submit an Application letter and Curriculum Vitae including telephone and emails contacts of three referees including your current/most recent employer.

Applications, addressed to the:

**Country Program Manager
Humanitarian Initiative Just Relief AID (HIJRA)
P.O. Box 37703, Kampala, Uganda**

Should be sent by email to: vacancies.ug@hijra.or.ke. The subject line should read **Finance and Administration Officer**.

Applications must be submitted not later than close of business on **3rd March, 2018**. Only successful applicants will be contacted.

For more information regarding the organization please visit our website www.hijra.or.ke. HIJRA is an equal opportunity employer.

Please note that interviews will be done on a rolling basis given the urgency of the positions.