

# Uganda: Senior Finance and Administration Officer Based in Nakivale – Isingiro Uganda

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Closing date: 27 Mar 2018  
Country: Uganda  
City: kampala  
Organization: Humanitarian Initiative Just Relief Aid  
Career categories: Administration/Finance  
Job years of experience: 3-4 years  
Job type: Job

## 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 **Senior Finance and Administration Officer** to be based in **Nakivale – Isingiro District**.

## Job Summary:

The Senior Finance and Administration Officer establishes and maintains efficient administrative systems and procedures as well as control mechanisms to support the smooth running of the operations and ensures compliance with HIJRA/UNHCR administrative and financial rules and procedures. The incumbent manages the day to day financial and administrative resources of the office; conducts regular checks of the internal controls, leads the preparation of the monthly accounts closure of the operation, proposes the administrative budgets of the office, ensuring that disbursements are in accordance with the administrative budget and HIJRA/UNHCR's Financial Rules

## Reporting Relationships:

The post holder will be responsible to the **Field Program Coordinator**.

## Duties:

### *Partner/ Grant:*

- Maintain the accounts of the partners (Sub-grants) by keeping an updated file on the disbursements and the expenditures incurred and qualified by HIJRA at any given time and reviewing and filing the qualified expenditures from the partners.
- Ensure that all the money received is accurately recorded in the source document in readiness to posting on a daily basis.
- Maintain electronic and hard copy filing system and retrieve documents from filing system when required

### *Financial Management (Bank and Cash):*

- Post payments into the online banking and remit them to the Payee upon authorization
- Receive documents from the field and confirm accuracy with the attached document checklist
- Accurately and timely prepare the payment vouchers and attach the necessary documents before submitting them to the supervisor for review based on the lead time as agreed.
- Update the cash book in the MS Excel and compare the balances on a weekly basis and ensure that there is a completed month end report submission with the accurate balances obtained in the system.
- Conduct weekly comprehensive checks to ensure that the accountability documents from the various departments are

received within seven days and the supporting documents are in line with the set policies and procedures ensuring these are attached to relevant off and online systems before submission for approval.

· Preparation and submission of Bank reconciliation every 5th of the month for review of the Head of Finance and Administration as part of the month end submissions.

- Ensure the payroll statutory payments have been made to the relevant authorities within the stipulated time.

***Cash Flow Management:***

· Management of petty cash and reporting on balances on monthly basis. Ensure Monthly cash count and sign off is maintained.

· Ensure top up is done according the work plan and scheduled as such with replenishment done timely.

***Administration/ Logistics (Assets):***

· Coordinate maintenance of office equipment and security details within the office. In liaison with the Head of Finance and Administration and ensure maintenance of a schedule for approval for regular and routine maintenance, with timely requests made as per schedule.

· Management of the inventory and asset register and submission of the related reports at the end of each month.

· Any other duties assigned by the supervisor

**Competencies, Qualifications, Skills and Experience:**

· Bachelor of Commerce (BCOM) degree with a major in Accounting or Finance or any related accounting/finance degree

· Certified Public Accountant Part 2 (CPA 2) or its equivalent

· At least 2 years' experience in Finance , Procurement and Logistics in a busy INGO

· Wide experience in the use of computer applications; clear understanding on the usage of Navigation (ERP) Soft wares, and other financial software systems

· Demonstrated experience managing donor funds and ensuring compliance with donor requirements;

· Understanding of risks and related relevant controls primarily in the overall grant cycle including program, financial and procurement cycles

· Supervisory skills.

· Good communication skills

· Ability to analyses, interpret and present monthly reports and maintain accurate records/ chronological filling for retrieval/ reference.

· Ability to work as part of the team

· Flexible and reliable with a sense of priority and self-awareness

· High levels of confidentiality and accountability.

How to apply:

**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](mailto:vacancies.ug@hijra.or.ke). The subject line should read **Senior Finance and Administration Officer**.

Applications must be submitted not later than close of business on **27<sup>th</sup> March, 2018**. Only successful applicants will be contacted.

For more information regarding the organization please visit our website [www.hijra.or.ke](http://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.**

20 Mar 2018