



## VACANCY ANNOUNCEMENT FOR FINANCE AND ADMINISTRATION DIRECTOR

**Job Title:** Finance and Administration Director

**Location:** Kampala, Uganda

**Reporting to:** Executive Director

### **Purpose of the Job**

Forum for Women in Democracy (FOWODE) is a national women's non-governmental organization with its Head Office in Kampala. FOWODE wishes to add to her team a competent, results driven, proactive and self-driven individual for the job of Finance and Administration Director and is seeking applications to fill the post.

The primary responsibility of this position is to provide strategic leadership in financial and organisational management, ensure professional and technical accounting and administrative services and contribute to program development and implementation. He/she will be expected to take responsibility for compliance to organizational policies, procedures and statutory and regulatory requirements; establish and maintain financial and management systems and procedures including management of fixed assets that will enhance resource acquisition, utilization, management control and accountability. He/she will be a member of the Senior Management Team, and will be required to contribute to the strategic direction of the organization.

This position requires a person who has all-round capacity in the areas of budgeting, accounting and financial operations and office administration. The person should have the capacity to set up and implement systems and procedures in these key areas.

### **Roles and Responsibilities**

- Prepare and maintain financial forecasts in consultation with the Executive Director and senior management team (including the annual budget and the strategic plan);
- Ensure efficient financial monitoring and reporting including monitoring expense and revenues, reviewing and upgrading existing procedures and ensuring production of appropriate financial reports.
- Ensure high quality accounting (including overseeing day to day accounting, managing the year-end audit processes.
- Ensure compliance with internal policies, statutory obligations and donors' requirements;
- Provide oversight to the procurement function
- Oversee management of the organization's fleet according to the organization's Transport Policy and procedures

- Ensure proper functioning of all financial processes, including accounting and budgets, manage payroll processing and tax filing activities and other internal processes;
- In consultation with the Senior Management Team, interview, hire and train new employees
- Oversee the organization's strategic business units and advise on investment
- Identify and participate in resource mobilization activities
- Participate and act as secretary of the Finance and Planning Committee of the FOWODE Board.

### **Qualifications, Skills and Experience**

- The applicant must hold a Masters degree in Business Administration (MBA), Finance and Accounting, Bachelor's Degree in Commerce or Business Administration majoring in Accounting or Finance.
- Must be a member of a professional Accounting body (ACCA, CPA, ACA, CIMA) or other internationally accredited professional accounting bodies.
- Should have demonstrable experience of at least 6 years, preferably working with a Non-Governmental Organization / International NGO, with vast knowledge in preparation of financial statements, computerized accounting software packages such as Quick Books
- Must have an understanding of relevant NGO legislation, policies and procedures
- Strong skills in conceptual, analytical and strategic thinking
- Donor/Contract Management skills
- Demonstrated experience in fundraising including proposal writing
- Good knowledge and appreciation of women's rights and gender
- Excellent track record of strong interpersonal, supervision, leadership, managerial, networking and communication skills
- Ability to work well with a team, gender sensitivity and integrity are essential attributes

Interested and qualified candidates should send their applications to [hr@fowode.org](mailto:hr@fowode.org)

The Executive Director  
Forum for Women in Democracy (FOWODE)  
P.O. Box 7176  
Kampala

***Applications should be sent not later than Monday, 6<sup>th</sup> May 2019 at 5.00pm. Please ensure that your attachments do not exceed 5 MB.***

***We do appreciate your interest to work with FOWODE however, we regret that only shortlisted candidates will be contacted.***