



VACANCY ANNOUNCEMENT

Job Title: Finance and Administration Director
Location: Kampala, Uganda
Supervisees: Finance Manager, Senior Human Resource Officer (SHRO)
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.

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

Roles and Responsibilities

1. Provide strategic leadership in financial, organizational, and administration management,
2. Ensure professional and technical accounting and administrative services
3. Budget development and monitoring
4. Review and update finance and administration policies and procedures to ensure efficiency and effectiveness
5. Ensure compliance with organizational and development partner policies, procedures and statutory and regulatory requirements
6. Establish and maintain financial and management systems and procedures including for management of fixed assets
7. Oversee the timely development, review, approval and submission of financial reports to management, the Board of Directors, development partners and other stakeholders
8. Develop and implement strong systems of internal controls and ensure general management of risk and control environment
9. Provide regular training and coaching to staff on donor regulations, grant management systems, financial management, procurement and HR & administrative procedures;
10. Supervise department staff and ensure succession plan is in place and implemented.

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 5 years at senior level, 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
- Experience working with teams
- Gender sensitivity and integrity are key attributes

Interested and qualified candidates should send their applications including a cover letter, detailed curriculum vitae and copies of relevant academic documents to hr@fowode.org or to

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

Applications should be sent no later than Friday, 4th November 2022 at 5.00 pm. 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.