



JOB DESCRIPTION	
NAME:	
JOB TITLE:	FINANCE MANAGER
REPORTS TO:	CEO For: Guidance & support on financial management & performance of the Organization.
DIRECT REPORTS:	Finance and accounting officer
Key Internal Staff to work with to deliver the role	<ul style="list-style-type: none"> • Senior management team • Leadership Team • Interactions with the Board
Expected Travel	Full time based but with occasional travel to member organizations around the country.
Remuneration	

JOB PURPOSE:

To ensure effective & efficient financial management throughout the entire business and enhance overall compliance to regulatory and statutory requirements for sound business performance.

KEY RESPONSIBILITIES:

- Participate in the development financial policies, procedures, systems and directives & ensure their implementation at all levels of business.
- Oversee the financial performance of the organization and advise management of any developments which may have impact on the institution or its operations.
- Guide and co-ordinate the preparation and review of budgets for all revenue generating functions of the business and cost centres for effective financial planning.

Resource Planning and management

- Manage grant/project budgets through financial planning, monitoring and control within the established standards and avoid unallowable costs.
- Oversee preparation of grant/project budgets for the office.
- Support budget proposal preparation and resource mobilization.
- Participate in budget workshops for the office.
- Ensure that grant spending is within the approved burn rates for the project.
- Support in proposal writing and ensure that financial information is availed in a timely manner when required and also resource mobilization.
- Promote benchmarks for determining effective resource utilization at all levels through established grant/project standards of cost efficiency ratios between direct and indirect costs.
- Accurate & timely preparation of management reports and financial performance analysis against business plan & set budgets on a monthly basis.
- In charge of asset management by maintaining an asset register, marking all assets and carrying

out physical asset verification bi-annually.

- Ensure accurate and timely submission of statutory returns (tax, NSSF, URSB reports) on a monthly basis to the respective authorities for compliance & to avoid penalties.
- Co-ordinate & facilitate external and internal annual financial audits of the Organization.
- Put in place a comprehensive risk management system which ensures institutional compliance with statutory regulations & guidelines.
- Establish strategic alliances and networks with financial institutions and maintain collaborative relationships for competitive bank rates and facilities.
- Manage and guide the development of the finance team to ensure improved staff performance.
- Carry out any other duties that may be assigned by the board from time to time.

KEY RELATIONSHIPS:

Internally:

- Management Team: Financial planning, monitoring & reporting
- Accounting departments of member companies

Externally:

- Donors
- Suppliers: Payments processing
- Government: Compliance to regulations
- Banks: Banking & Credit facilities
- Member companies

QUALIFICATIONS/SKILLS/KNOWLEDGE REQUIRED:

- A good Bachelor's Degree in Accounting or Finance
- Holder of ACCA or CPA certificate or equivalent preferred
- A minimum of Four (5) years of relevant work experience especially in an NGO Setting or association
- Experience in working on funded projects and project management skills is an added advantage
- Experience in NGO accounts/financial management.
- Ability to use Excel spreadsheets and other MS Office Programs a must
- Experience of using Quick books accounting system is a must
- Having an MBA is an added advantage
- Knowledge of the renewable energy sector is an added advantage
- Excellent administrative, leadership and planning skills
- Ability to work under little supervision with excellent communication skills
- Impeccable, corruption-free reputation and integrity.
- Ability to go an extra mile to meet deadlines

Interested applicants should visit our website: www.sendea.org/career, download and complete an application form, send it to uganda@sendea.org not later than 23rd August 2021