

JOB VACANCIES

Associazione Centro Aiuti Volontari (ACAV) is an international non-profit organisation whose mission is to promote international solidarity for equitable and compatible development in the world so to reach balance between poor and rich social realities. Its cooperation projects for development are based on the values of sustainability, transparency, respect, accountability and reciprocity. ACAV operates according to the principles of equality, non-discrimination and impartiality by adopting the same approach towards all individuals and institutions with whom it interacts.

ACAV operates in close cooperation with local governments and development partners to support high impact, sustainable and replicable development initiatives that transform lives and communities in the hardest to reach rural areas of the developing countries. By adopting a holistic approach which links development and humanitarian response, ACAV intervenes in different sectors, including livelihood and agriculture, water and sanitation, vocational and skills development, environmental protection and conservation, and cross-border cooperation.

ACAV has been awarded a 3-year grant by European Union to finance the implementation of the action titled “**Technical Assistance to Koboko Municipality to implement CRRF: Inclusive Urban Development and Mobility in Koboko, Uganda**”. ACAV now invites applications from suitably qualified and competent candidates to fill the following vacant positions:

VACANCY POSITION 1	
Position title	SENIOR FINANCE AND ADMINISTRATION OFFICER (1 POST)
Duty station	Koboko, Uganda
Job purpose	<ul style="list-style-type: none"> ▪ Be responsible for the day-to-day management of all administrative and financial aspects of the project. ▪ Provide technical assistance to Koboko Municipality in matters such as financial and grant management, asset management, procurement, preparation and submission of periodic administrative and financial reports related to EUTF project. ▪ Prepare high quality financial reports in close consultation with the Project Manager and Head of Finance and Administration, project staff and specialists in line with ACAV policies and Donor guidelines.
Salary level	Senior staff. Salary and conditions will be in accordance with ACAV’s Terms of Employment for national staff.

Reporting to	Project Manager
Main duties and responsibilities	<p data-bbox="443 255 724 286">Financial reporting:</p> <ul data-bbox="443 315 1460 864" style="list-style-type: none"> <li data-bbox="443 315 1257 347">▪ Maintain updated the cash and bank disbursement journals. <li data-bbox="443 376 1366 407">▪ Prepare bank reconciliation statements by the close of every month. <li data-bbox="443 436 1460 510">▪ Review of all cash advances liquidations to ensure correct coding and adequate supporting documentations are attached. <li data-bbox="443 539 1460 613">▪ Review cash books spreadsheet on Monthly basis and ensure the running balance tally with the cash count at all the times. <li data-bbox="443 642 1460 716">▪ Ensure that each and every programme advance is accounted for as per advance policy. <li data-bbox="443 745 1385 777">▪ Ensure that all payment request and disbursements are duly recorded. <li data-bbox="443 806 1460 880">▪ Ensure that financial reports are submitted to Project Director and Project Manager in proper form and due time. <p data-bbox="443 909 743 940">Payments processing:</p> <ul data-bbox="443 969 1460 1122" style="list-style-type: none"> <li data-bbox="443 969 1460 1043">▪ Ensure that all payments to the vendors are processed in due time and in accordance with the defined authorisation flow. <li data-bbox="443 1072 1460 1146">▪ Review the cash-count and ensure that documentary evidence is duly signed and filed. <p data-bbox="443 1176 842 1207">Bank and cash management:</p> <ul data-bbox="443 1236 1460 1559" style="list-style-type: none"> <li data-bbox="443 1236 1460 1310">▪ Ensuring internal control procedures are followed for all cash disbursements, receipts and transfers. <li data-bbox="443 1339 1155 1370">▪ Maintain an accurate and updated cash-flow report. <li data-bbox="443 1400 1406 1431">▪ Support project staff and specialists to develop accurate cash forecasts. <li data-bbox="443 1460 1460 1534">▪ Support the training of project staff on accounting procedures and requirements. <li data-bbox="443 1563 1289 1594">▪ Assist the project staff in finance-related issues and activities. <p data-bbox="443 1632 858 1664">Internal control and auditing:</p> <ul data-bbox="443 1693 1460 1980" style="list-style-type: none"> <li data-bbox="443 1693 1460 1767">▪ Identify potential issues or weakness in the internal control system and provide recommendations to improve control processes or procedures. <li data-bbox="443 1796 1305 1827">▪ Support the training of project staff on financial data reporting. <li data-bbox="443 1856 1460 1930">▪ Ensure that adequate standards of internal control are applied across all areas of operation. <li data-bbox="443 1960 1460 2033">▪ Ensure compliance with ACAV and donor procedures in all financial and administrative aspects of project implementation.

	<ul style="list-style-type: none"> ▪ Support in the preparation of internal and external auditing and expenditure verifications. <p>Personnel management:</p> <ul style="list-style-type: none"> ▪ Supervise, closely monitor and assess performance of three support staff (i.e. Administrative Assistant, Office Guard, Driver). <p>Other tasks:</p> <ul style="list-style-type: none"> ▪ Any other duty deemed necessary to the project and as directed by the Project Manager and Project Director.
Education and professional experience	<ul style="list-style-type: none"> ▪ Bachelor’s Degree in Business Administration or B.COM/or equivalent in Accounting or Finance is required. ▪ Master’s Degree is an added value. ▪ Minimum of five (5) years of financial management experience with increasing responsibilities, including at least three (3) years with an international or national NGO in either development or humanitarian contexts ▪ Professional qualifications such as ACCA or Certified Public Accountant (Stage 2) is highly desirable. ▪ Excellent oral and written English skills.
Professional requirements	<ul style="list-style-type: none"> ▪ Strong computer literacy with a full knowledge of MS Office, particularly Excel. Competency in using relevant accounting software is required. ▪ Strong understanding of EU rules and regulations about finance and administration management. ▪ Demonstrated experience and skills with budget preparation and analysis, financial report preparation and presentation and the proven ability to translate technical financial data into informative reports. ▪ Strong accounting skills and experience, including management of general ledger, journal entries, payables and balance sheet. ▪ Excellent numeracy and financial skills, with the ability to deliver best practice in financial management and produce accurate and timely financial information. ▪ Readiness to commit and adhere to the values, policies and procedures of ACAV.
Personal requirements	<ul style="list-style-type: none"> ▪ Systematic attention to details, accuracy, discretion and respect for confidentiality. ▪ Strong problem-solving approach with the ability to anticipate problems and proactively suggest solutions.

	<ul style="list-style-type: none"> ▪ Excellent time management skills with the ability to manage multiple priorities and meet deadlines. ▪ Demonstrated capacity to work under pressure, while being reactive to unexpected demands or changes. ▪ Strong interpersonal and communication skills.
Desirable criteria	<ul style="list-style-type: none"> ▪ Previous experience of working on project funded by the European Union (DG DEVCO) is an added value. ▪ Previous work experience in the project area or West Nile, Uganda is an added value. ▪ Fluency in one or more of the local languages spoken in Koboko and West Nile, Uganda is an asset. ▪ Readiness to start working as soon as possible once selected.
Job duration	Eleven months (11) contract with the possibility of renewal depending on performance and continued donor funding. Initial probation period of three (3) months.