



UGANDA YOUTH AND ADOLESCENTS HEALTH FORUM

Plot 1238, Bukoto 1 - UCB Zone, P.O Box 25914 - Kampala, Uganda
Email: info@uyahf.com - Tel: +256 776385819/+256 200902407 - www.uyahf.com

Vacancy announcement

Job Title: Finance and Administration Manager (1)

Organization: Uganda Youth and Adolescents Health Forum (UYAHF)

Duty Station: Head Office, Bukoto Kampala.

Deadline: November 28th, 2022

Your challenge

Uganda Youth and Adolescents Health Forum (UYAHF) is looking for a proactive, strategic, and open-minded team member with strong organizational sensitivity and who believes in the potential of young people as a generation that holds the power to shape social economic development, challenge social norms and values, and build a foundation for Uganda's future.

JOB DESCRIPTION

POSITION: Finance and Administration Manager, Full time

Duty station: Kampala

Reports to: Executive Director - UYAHF

The Finance and Administration Manager is responsible for providing oversight on day to day accounting functions at UYAHF in a manner that supports the efficient management of financial transactions and reporting.

This function will be executed by ensuring proper documentation, accuracy and timely reporting, follow up on advances, support to finance and non- finance personnel and ensure adherence to UYAHF financial regulation policies and procedures.

Summary of core duties and responsibilities (performance objectives):

Under the direct supervision of the Team leader, the incumbent shall carry out the duties given below to achieve the objectives:

- Supervise and maintain financial and administrative records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports
- Administrative support to the management programme including administration of budgets/Annual Work Plans (AWP)
- Active support to resource mobilization, partnerships and networking issues
- Prepare analytical reports and track Budget and Expenditure on a regular basis to produce in the AWP
- Proper control of the supporting documents for payments and financial reports for projects
- Maintenance of the internal expenditures control system

- Facilitation of information flow, coordination of schedule and other logistic arrangements
- Ensure daily administrative and secretarial support to the team, including daily correspondences, maintenance of filing system, printing and photocopying, updating official travel and leave plan, visitor's list and event list.
- Prepare recurring reports as scheduled and special reports as required for budget preparation, audits or other reasons
- Advise and assist staff, experts and consultants on all issues of allowances, salary advances, travel claims and other financial matters; authorize payments due for claims and services
- Prepare detailed cost estimates and participate in budget analysis and projections as required
- Maintain delivery records and make project transactions; maintain inventory of project assets; prepare quarterly and annual reports; prepare fund release statements; prepare detailed budget statement and prepare all personnel salary.
- Supervise all project vehicles, drivers and maintenance.
- Provide periodic capacity development for staff on finance and administration
- Perform any other duties assigned by the Team Leader

Required Skills and Experience

Education:

- **Degree in Finance and accounting, economics, business and administration or any other related field and from a recognized university. Post graduate studies is an added advantage.**
- **ACCA or CPA – Level 3 is a MUST HAVE**

Experience:

- Minimum of 5 years of accounting experience, preferably with civil society organizations and working with multiple donors including USAID and other international multilateral and bilateral donors.
- Experience managing finance and administration operations and reporting functions
- Demonstrable proficiency with Microsoft Word, Excel, PowerPoint, Access, and other accounting tools/software. Experience with NAVISION is a Must have.

Candidates for this position should also possess for following skills

- Must be a team player who enjoys collaborating, creative thinking and working across multiple programs and projects at a time
- Must be a self-starter with a desire to learn about the UYAHF's key audiences and stakeholders
- Must demonstrate a high degree of adaptability, sound decision making, judgement problem solving skills and professionalism
- Ability to recommend and implement continuous improvement practices in the application of day-to-day duties and responsibilities.
- Team player who is able to juggle multiple responsibilities and meet deadlines.

- Proactive self-starter with the ability to work independently, together with the ability to set priorities, solve problems, and be resourceful in a fast-paced environment.
- Excellent communication, customer service, organizational and presentation skills.
- Demonstrated ability to work within a team environment with limited supervision.

What UYAHF offers:

- Supportive work environment, health insurance that also covers your spouse and two children, workman's compensation and contribution to NSSF.

About Uganda Youth and Adolescents Health Forum - UYAHF

Uganda Youth and Adolescents Health Forum is a dynamic and leading youth led and youth serving health and human rights organization that works to advance and promote sexual and reproductive health and right for young people, enhance gender equality and economic empowerment and promote meaningful youth participation.

UYAHF envisions a generation where young people proactive and meaningfully participate in national development processes and our overall goal is to empower adolescent girls and young women to live quality lives with equity, dignity and opportunities to realize their full potential. For more information check out our website: www.uyahf.com

Interested? Please submit your resume/cover letter (3 pages Max) with a motivation/cover letter (1 page Max) and two reference letters, to: info@uyahf.com and loketcho@uyahf.com **by 28th November 2022, 5:00PM**. Applications submitted past the deadline will not be neither be reviewed nor considered.

We are proud to be an equal opportunity employer. UYAHF will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.

UYAHF **will not tolerate any form of sexual harassment, sexual abuse or sexual exploitation** and considers such acts as serious misconduct, which constitutes grounds for disciplinary measures. This extends to all employees, partners or any other representatives associated with the delivery of our work

Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted. Thank you for your interest!