

**JOB DESCRIPTION**

- Job title:** Finance and Operations Officer
- Location:** Kampala
- Contract Duration:** 1 Year
- Responsible to:** Programme Coordinator
- Responsible for:** Finance, logistics and human resource
- Relations with:** Technical Advisors, Regional Head of Finance & Operations, Regional Finance Coordinator, Regional Human Resource Manager.

HelpAge International is the secretariat to the HelpAge Global Network, which brings together a wide range of organisations and individuals working to promote the rights and meet the needs of older women and men, nationally and/or internationally. Our long-term vision is to establish a global movement of strong connected age focused and older people led platforms in every country in the world. Only by collaborating together can we achieve a world in which all older people can lead dignified, active, healthy and secure lives. We aim to extend the reach and influence of the HelpAge Global Network to all those in a position to help bring about our vision for older people– including Governments, regional institutions, policy makers, development partners, the private sector, UN organisations and academic institutions.

In the Africa region we deliver this through a combination of programme, policy and communications work focused on our core themes of income security/ social protection & health and care and respond to emergencies.

**Help Age International in Uganda**

HelpAge Uganda programme in Uganda serves to build the capacity of older people to engage in community, change their lives and to monitor and advocate for improved service delivery. HelpAge also builds capacity of government and non-state service providers to effectively engage in age friendly policy formulation/review, designing and delivering more effective, age-friendly social services. All projects aim at improving access to and delivery of services to older persons with a focus on social protection, health services complemented with resilient livelihood activities to enhance both food and income security among older persons' households.

**Job purpose**

To be responsible for the overall maintenance of a reliable country financial, accounting and control system for Uganda country Programme and maintaining a financial management system that ensures accountability and integrity. Be responsible for logistics, human resources and administration activities and be in charge of providing financial reports and information to Uganda team, the Africa Regional Office and donors.

## **Key responsibilities**

### **Financial Accounting**

- Establish and maintain effective procedures and systems for financial management and control in compliance with HelpAge International and donor requirements.
- Manage the accounting systems for the recording of all financial information.
- Provide monthly accounts and donor financial reports to the programme coordinator and the regional office in accordance with the organisation's requirements and monthly financial cycle.
- Manage bank relations and office cash flow, ensuring that regular and accurate transfer requests are made.
- Undertake the year-end procedures, ensuring that all financial returns are completed accurately and within the stipulated timelines.
- Oversee and coordinate the annual, internal and project audits and ensure recommendations are fully implemented and compliance with the Ugandan Tax laws and regulation by other governing bodies.

### **Budget Management**

- Work in close liaison with the Country Coordinator to ensure thorough and effective management of budgets in the country programme; highlighting the key variances, reasons for these, and any remedial action that is required.
- Support Programme coordinator and partner organisations in the preparation proposals budgets. Ensure that the donor regulations are understood and adhered to by the programme team.
- Preparation

### **Capacity Building and Partner/ Donor liaison**

- Capacity building of the programme staff and partner organisations on financial / budget management and donor regulations.
- Assess and monitor Partner organisations to ensure implementation of recommendations and compliance with donor and government regulations.
- Represent HelpAge in negotiations concerning program/project budgets and other financial issues with donors.

### **Logistics & Security**

- Coordinate effective logistics and transport operations in support of programme work.
- Manage assets by ensuring all assets / Inventory are tagged and update the asset/Inventory registers accordingly.
- As the security focal person, to design, review and manage a security system which ensures the security of HelpAge staff and property, and to maintain awareness of security developments in Uganda which may impact on this security.

### **Human Resources & Administration**

- Support the Programme Coordinator in the development and implementation of appropriate HR systems, policies and procedures, and adherence to these by staff
- Support the development and implementation of HR strategies and initiatives to help meet programme objectives.

- Support the Programme Coordinator to ensure that the programme is fully compliant with Uganda's labour laws in order to minimise any legal implications for HelpAge International

### **Qualifications**

- A minimum of a Bachelor degree in a business related field.
- Certified Public Accountant (CPA) Uganda / ACCA
- 3 years' experience in a similar position
- Experience in capacity building of partner organisations and non-finance staff.
- In-depth knowledge and experience of working with multiple donors.
- Communication and reporting skills (verbal and in writing).
- Working knowledge of SUN Financial System and advanced spreadsheet skills.
- Co-operative and supportive team player in a cross-cultural environment.
- Exceptional coordination, and prioritisation skills, with a proven track record of managing competing demands.
- Fluency in English (written and spoken)