



Role Profile: Finance and Administration Manager

Title: Finance and Administration Manager

Organization: Vi Agroforestry, Uganda Country Office, Kampala

Duration: Fixed term of 2 years, with possibility of renewal; 6 months' probation period.

Start Date: As soon as possible

About Vi Agroforestry:

Vi Agroforestry is a Swedish development organisation fighting poverty and climate change together. The organisation supports smallholder farmer families to lift themselves out of poverty through sustainable agriculture land management (SALM) based on agroforestry. What started as a tree planting initiative in 1983, is today an expert organisation implementing development projects through local partnerships with member-based farmer organisations.

The aim is to reduce poverty, hunger, deforestation, harmful gendered norms, and contribute to increased mitigation, resilience and adaptation to climate change, increased biodiversity and sustainable food systems. Current projects and programmes target smallholder farmer families – especially women, youth and children – in Kenya, Uganda and Tanzania. The head office in Stockholm, Sweden focuses on fundraising, advocacy, and programme monitoring and evaluation. The regional office in Nairobi, Kenya coordinates operations, advocacy and expertise. Projects and partnerships are managed by country offices in each country.

Purpose of the position:

The position will ensure sound and transparent accounting and financial management (efficient, timely and accurate financial information and reporting, payroll and financial disbursements, records and ensure compliance). The individual will also management administration related tasks and processes.

The position holder will work under the direct supervision of the Country Manager but with technical guidance from the Regional Finance Manager.

Values:

Vi Agroforestry is a human rights-based organisation. The core values of non-discrimination, meaningful participation, accountability, transparency, empowerment and continued learning guide all work – including the work with partners. People are stronger together and sustainable development requires respect for human rights, democracy and the environment. Through all actions, Vi Agroforestry therefore seeks to live by the principles of respect, transparency and together.



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General Responsibilities:

- Promote and support the interest of Vi Agroforestry
- Be committed to and contribute to the fulfilment of the Vi Agroforestry strategy.
- Ensure and promote rights-based approach in all that we do.
- Ensure adherence to Vi Agroforestry policies, guidelines, operating procedures and workplans.
- Ensure compliance to donor requirements.
- Ensure high quality in all that we do.
- Be committed to fighting corruption and fraud and always report when there is any kind of suspicion.
- Ensure that gender is mainstreamed, and Gender Transformation is promoted in all our operations.
- Keep abreast with the development in your areas of responsibility.
- Liaise with partner organisations researchers and other relevant stakeholders.
- Contribute to effective cooperation among staff in the global organisation.
- Contribute to a healthy work environment at the workplace.
- Support teamwork and assist each other as needs arise.
- contribute to the development and implementation of risk management plans, work plans and budgets for the country office.
- Keep your manager updated on opportunities and challenges as well as on the progress of your assignments. Make sure to inform your manager well in advance if you have difficulties meeting your deadlines.

Upon request from the country manager, fulfil other tasks at the country office/regional office or department level.

Key Responsibilities

R1. Accounting and Financial Management

- Ensure compliance with relevant laws and regulations, tax requirements, internal policies and procedures, and contractual obligations.
- Maintain reliable, correct and complete financial and accounting records, statements, supporting schedules and variance analysis.
- Manage budget preparation and reporting process as per organisation and donor guidelines and schedules and monitor and analyse budget utilization for decision making by project leads and country manager.
- Monitor operations of back accounts and track bank balances to manage liquidity, cashflow and availability of fund for issued payments.
- Ensure timely preparation of financial reports (including monthly cash-flow statement, back reconciliations) in accordance with professional accounting standards., management specifications and partner/donor agreements.
- Ensure that all accounting documents and records are batched, correctly filed, securely/safely kept and are ready for review at all times.
- Prepare and process payroll salaries and remittances.
- Ensure that statutory returns are filed within stipulated timeframe.
- Ensure management and statutory reports are prepared and submitted in a timely manner.
- Maintain adequate systems for internal control, compliance and risk management.



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- Take lead in country audit management including procurement of auditors, ensuring access to required accounting records and documentation, providing timely responses to issues raised in management letters and implementation of any audit findings.
- Process and disburse partners' financial requests and reports in a timely manner.
- Ensure that all partners, projects and programs are monitored on a regular basis including compliance monitoring.
- Provide technical backstopping to partners in the recruitment of auditors and quality assure partners audit reports as per audit instructions.
- Provide technical support to country office teams and partners on financial and accounting policies, procedures and systems.
- Support resource mobilisation initiatives by providing financial management data and facilitating budgeting processes.

R2. Administration

- Ensure maintenance of adequate security, safety, and health standards and appropriate procedures for the staff, office operations, processes and property.
- Ensure that premises, facilities, furniture and equipment are well maintained and kept in serviceable and good working conditions.
- Ensure leases, tenancy agreements, service and maintenance contracts are in place and adequate.
- Ensure necessary licences and permits as required by local and national government are obtained and well kept.
- Support the acquisition and disposal of movable and immovable assets and equipment
- See to the effective administrative and logistical support, including fleet management, procurement, repairs, maintenance and security.
- Maintain an accurate and up-to-date fixed asset register.

R8. Human Resources Management

- Maintain accurate and up-to-date personal files and records including leave management.
- Facilitate acquisition of work permits for expatriate staff as well as organisation permit.
- Key contact for staff welfare issues.
- Collaborate and coordinate with the country manager on staff recruitment, selection, placement and facilitate new staff induction and orientation.
- Coordinate annual trainings and capacity building including team building activities.

Required Qualifications

Education

- Bachelor's degree in commerce, finance, or business-related field. Master's degree in relevant field will be an added advantage.
- Holder of a professional accounting qualification: CPA or ACCA



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Other Professional Qualifications

- Knowledgeable on grant management and compliance issues
- Good knowledge in financial systems (preferably E-Ledger) and all Microsoft Office applications.
- Experience working with big donors (EU, SIDA, DFID, USAID and others)
- Good knowledge on common IT tools
- Understating of the project management cycle.

Work Experience

- Must have at least five (05) years post qualification experience in an NGO set up, of which three (03) should be in management position.
- Experience on human resources management is desirable.

Languages

- English

Personal Competencies

- Strong management and leadership skills
- Attention to details
- Strong analytical skills
- Excellent communication skills
- Decisive
- Respectful and transparent
- Collaborative skills
- Strategic and conceptual thinking skills
- Structured
- Self-driven
- Flexible and creative personality

How to Apply

Apply by sending your CV and cover letter indicating your salary expectation to: recruitment@viagroforestry.org no later than **31st October 2023** with subject heading **“Finance and Administration Manager – Uganda.”**

The employment is a fixed term contract position with a six (06) months' probation period, starting date is as soon as possible.

We look forward to receiving your thoughtful application. Your time in preparing your application is much appreciated, however, only shortlisted candidates will be contacted.

Vi Agroforestry strive for diversity in the organisation and welcome applicants regardless of gender, gender identity or expression, sexual orientation, age, ethnicity, religious belief, or disability.

If you want to alert Vi Agroforestry on suspected discrimination, corruption or other serious misconduct during the recruitment process, do not hesitate to use our whistleblowing system: <https://report.whistleb.com/en/viagroforestry>