



**Vi Agroforestry**

## ROLE PROFILE: Uganda FINANCE, HR & ADMINISTRATION OFFICER

### 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 is responsible for financial administration, HR-administration as well as general administration for the country office. The role will work with the Finance and Administration Manager to plan and implement Financial and administrative systems in accordance with Vi Agroforestry policies and procedures while keeping within donor requirements. The role reports to the Finance and Administration 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.

### General responsibilities

- Promote and support the interest of Vi Agroforestry.
- Be committed to and contribute to the fulfillment 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 fight corruption and fraud and always report when there is any kind of suspicion.



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- Ensure that gender is mainstreamed, and Gender Transformation is promoted in all our operations.
- Keep abreast with the development in your area of responsibility.
- Liaise with partner organisations, researchers, and other relevant stakeholders.
- Contribute to effective cooperation between staff in the global organization.
- Contribute to a healthy work environment at the workplace.
- Support teamwork and assist each other as needs arise.
- Upon request from the manager fulfil other tasks at the country office/regional office or department level.
- Keep your manager updated on opportunities and challenges as well as on the progress on your assignments. Make sure you inform your manager well in advance if you have difficulties to meet your deadlines.
- Contribute to development and implementation of risk management plans, workplans and budgets for the office.

## **Key responsibilities**

### **Finance**

- Bookkeeping and the payments for the country office
- Be part of the procurement processes
- Perform bank reconciliations and fund requests
- Payroll management
- Support financial monitoring
- Support audit processes for both partners and Vi Agroforestry.
- Support with compliance issues
- Take initiatives and actively support anti-corruption activities

### **Administration**

- Travel administration (tickets, taxi, accommodation)
- Maintain office supplies inventory
- Submission of statutory documents and other courier service
- General support to CM & FAM
- Support asset maintenance
- Vehicle insurance, repair, tax etc.

### **HR**

- Administration of staff leave days, contracts, staff reports on other income/engagements, update files, work-permit administration when needed, planning of kick offs, training and other staff events
- Support Staff welfare the country office

### **IT**

- Organize IT-support



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## Required qualifications

### Education level:

- University degree from a relevant area for the position

### Other professional qualifications:

- Knowledgeable on grant management and compliance issues.
- Good knowledge in financial systems and all Microsoft Office applications.
- Good knowledge on Audit requirements

### Work experience:

- At least 5 years' experience from financial management at other NGOs
- At least 2 years' experience from result based project management



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Languages:

- English
- Kiswahili

Personal competencies

- Strategic and conceptual thinking skills
- Leadership skills
- Accountable, honest, responsible and trust building personality
- Respectful and Transparent
- Decisive
- Good planning and analytical skills
- Communication skills
- Collaborative skills
- Structured personality
- Flexible and creative personality
- Self-driven personality
- Team-player

How to apply

-Submissions should be sent through email to: [recruitment@viagroforestry.org](mailto:recruitment@viagroforestry.org)

-Clearly indicate in the subject the applicants name and the role title:

**[Name of applicant]: Uganda FAM Assistant**

*e.g.: Irene Kyansimire: Uganda FAM Assistant*

-The deadline for submission is **Wednesday 4th September 2024.**