

JOB TITLE:	Financial and Administration Manager
REPORTS TO:	Executive Director
DUTY STATION:	SMUG Head Office, Kampala
1. JOB PURPOSE	
Manage a system that ensures cost effective use of human, financial and material resources of SMUG.	
2. KEY TASKS	
<ol style="list-style-type: none"> 1. Responsible for management of the organisation Finance Team. 2. Oversight of financial management & reporting for the programmes ensuring effective project financial management and reporting systems are in place at SMUG that deliver timely and accurate financial reporting and meet the financial compliance requirements of donors. 3. Ensure compliance with internal and external reporting requirements on activities and programmes. 4. Decision making for finance related matters. 5. Provide advice and technical support to staff on project related financial issues and requirements, including templates and guidelines. 6. Provide technical review and input to the organisation budget and cost application development and project reporting as required. 7. Provide in-house training to staff on financial and contractual compliance as required. 8. To ensure that the organisation compliances with financial obligations as per the Ugandan laws. 	
3. EDUCATION & QUALIFICATIONS	
<ul style="list-style-type: none"> • A Master's Degree with bias in Finance and Accounting from a recognized awarding Institution plus Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized institution and accredited by Institute of Certified Public Accountants of Uganda (ICPAU). • Professional training in management and administration • Working knowledge of at least one accounting software is a requirement and practical knowledge of Navision will be an added advantage 	
4. PROFESSIONAL EXPERIENCE	
<ul style="list-style-type: none"> • Minimum of five (5) years working experience, three (3) of which must have been served at Senior Management level, preferably in a reputable Multi-donor, Non-Governmental Organization (NGO) 	
5. SKILLS	
<ul style="list-style-type: none"> • Problem solving and Decision making; • Team Work; • Focused on quality and standards, and ethics and integrity. • Demonstrated ability in administration; • Excellent communication, leadership and management skills, hands on and interactive; an assertive strategic thinker • English as a primary communication language. 	
6. OTHER PERSONAL ATTRIBUTES	
The candidate must adhere to the safeguarding reporting and monitoring requirements of this role	
The candidate must be for non-discrimination and equality	
7. HOW TO APPLY	
We invite all interested candidates to submit their CVs and Cover letters to info.react2016@gmail.com by (31 st July 2019) Only shortlisted candidates shall be contacted by (5 th August 2019)	