

**JOB DESCRIPTION**

<b>Job Title:</b>	Finance and Operations Manager
<b>Location:</b>	Kampala.
<b>Reporting to:</b>	Country Manager
<b>Management responsibility (if applicable):</b>	<ul style="list-style-type: none"> <li>• Kampala Finance Officer</li> <li>• Dotted line management of Finance and Administration Officers (regionally based) x 2</li> <li>• Human Resource and Administration Officer</li> <li>• Operations and Logistics Officer</li> </ul>
<b>Type of position:</b>	National position
<b>Grade and Salary:</b>	A competitive INGO salary will be offered
<b>Contract terms and hours:</b>	Open contract subject to continuation of funding. Standard working week 37.5 hours

**Background:**

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We have programmes across Africa, the Middle East, Asia and Europe and have over 150 staff. We work with a wide range of partners including government agencies, international organisations, civil society organisations, youth and women groups, and communities.

**Description of Saferworld and Uganda programme:**

Saferworld has been working in Uganda since 2001. Our focus has been on supporting civil society involvement in conflict prevention and security provision, conflict-sensitive approaches to development, and advocating stronger national and regional controls on small arms and light weapons. Current priorities include, delivering conflict sensitivity support to institutions and stakeholders working on issues related to land and minerals, including working to improve conflict resolution and community safety in Karamoja, northern Uganda, and other areas of Uganda experiencing conflict over conflict and insecurity.

**Job purpose:**

Reporting to the Country Manager, the Finance and Operations Manager will take lead in all financial and operational matters; supporting all internal financial and procurement processes, and managing finance and operational staff. The Finance and Operations Manager, as member of Saferworld Uganda Senior Management Team (SMT), will contribute to the development and operationalisation of Saferworld's strategy in Uganda and will represent Saferworld as necessary in interactions with relevant authorities and stakeholders.

The Finance and Operations Manager will be responsible for:

- The effective management of finance, operations and admin staff
- The efficient and transparent management of finances and financial procedures and procurement
- Developing capacity support and collaborative relationships with Saferworld staff and partners to ensure effective financial and operational management across the board
- The efficient, transparent and safe management of operations for Saferworld Uganda

## **Roles and responsibilities**

### **1. The effective management of the Finance, Operations and Administration teams in Saferworld's Uganda office (20%)**

- Allocate and manage key roles and responsibilities within Saferworld Uganda's Finance, Operations and Administration to staff
- Build capacity of and line manage relevant staff in Kampala, Karamoja and Northern Uganda; Finance and Administration Officers, Operations and Logistics officer, and HR and Admin Officer
- Undertake performance review and management of relevant staff

### **2. The efficient and transparent management of finances (40%)**

- Lead the development and maintenance of robust financial controls (bank reconciliations, separation of roles and responsibilities, other financial controls, performance management data, and so forth)
- Oversee staff to ensure accurate data entry into ledger accounting system, lead improvement and system enhancement work, ensuring good housekeeping
- Develop the country annual budget and make appropriate revisions as per instructions from the Finance Director
- Support the development of budgets for donor proposals and ensure staff and office costs are appropriately covered in donor proposals
- Lead in effective monitoring of country and project budgets
- Lead reporting to Saferworld colleagues, donors and London head office. Focus on continuous improvement and ensure that reports are user friendly
- Effectively organise and manage internal and external audits
- Produce statutory (legal) accounts and other legal returns as required by the laws of Uganda
- Monitor partners' financial management as far as it relates to Saferworld-funded projects, ensuring compliance with Saferworld and donor rules and regulations, building knowledge and understanding, promoting improvements to financial management and reporting
- Carry out duties with full regard to Saferworld's anti-fraud/anti-bribery policy

### **3. Develop capacity support and collaborative relationships with Saferworld staff and partners to ensure effective financial and operational management across the board (10%)**

- Build financial and operational capacity of Saferworld staff and partners
- Develop strong relationships with all Saferworld colleagues and partners to enhance their understanding of finance and build their knowledge on day-to-day financial reporting and accounting
- Develop strong relationships with, and provide training and ongoing support to partner organisations so that they effectively and transparently manage their funds

### **4. The efficient, transparent and safe management of operations (30%)**

- To lead, develop, implement and monitor policies and procedures relating to Saferworld's operations in Uganda in line with global policies and good practice
- Ensure compliance with Saferworld and national and global policies, and efficient use of resources
- Ensure operations systems and processes are monitored and planned for in advance, overseeing office legal compliance requirements (for example, health and safety, SDN lists, assets register and others)
- Oversee Saferworld's Uganda insurances, ensuring relevant and cost-effective covers are in place, overseeing claims when relevant and ensuring learning is incorporated into new policies and procurement
- Keep Saferworld Uganda Security Plan up to date, in collaboration with Global Security Adviser
- Ensure safety of staff and stakeholders while undertaking their work for Saferworld through appropriate risk assessments, organisation of security and safeguarding training
- Oversee the administration of Uganda offices – including IT procurement and development, maintenance and security
- Monitor performance indicators and produce regular reports
- Maintain an updated risk register for regular review in accordance with Saferworld policy and practice

### **5. Any other duty may be assigned to the post holder as required by the Line Manager**

<b>Key working relationships</b>	
<ul style="list-style-type: none"> <li>• HQ Director of Finances, Internal Auditor and Financial Controller</li> <li>• International Operation Manager</li> <li>• Safeguarding Coordinator</li> <li>• Saferworld Partners in Uganda (Key Programme, Finance, Administration and Operations staff)</li> <li>• Uganda programme staff</li> <li>• Regional Partnership, Grants and Compliance Manager</li> </ul>	
<b>Scope and accountability:</b>	
<b>Decision making and limits of authority</b>	<ul style="list-style-type: none"> <li>• As per Saferworld authorisation matrix</li> </ul>
<b>Financial resources</b>	<ul style="list-style-type: none"> <li>• As per budget</li> </ul>
<b>People management</b>	<ul style="list-style-type: none"> <li>• Kampala Finance Officer</li> <li>• Finance and Administration Officers (regionally based) x 2</li> <li>• Human Resource and Administration Officer</li> <li>• Operations and Logistics Officer</li> </ul>
<b>Legal, regulatory and compliance responsibility</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with Saferworld policies and procedures (Global and Uganda)</li> <li>• Ensure compliance with national legislation and donor requirements</li> <li>• Ensure all accounts are completed and recorded in line with country financial regulations</li> </ul>
<b>Person specification:</b>	
<b>Knowledge, qualifications and experience</b>	
<ul style="list-style-type: none"> <li>• CPA or ACCA and/or demonstrable experience of overseeing accounting procedures, principles and systems</li> <li>• Knowledge of SUN or similar accounting system</li> <li>• Knowledge of Uganda taxation system, Uganda NGO Act and other compliance issues regarding operations of I/NGOs in Uganda</li> <li>• Experience of overseeing procurement and logistics in a complex setting</li> <li>• Understanding of Uganda's employment and financial legislation</li> <li>• Senior experience of working in a finance and operations role at a managerial level, preferably in NGOs</li> <li>• Experience in managing a small staff team, and working remotely to support field offices</li> <li>• Experience in working in partnership with civil society organisations and supporting partners in capacity strengthening</li> </ul>	
<b>Skills and abilities.</b>	
<ul style="list-style-type: none"> <li>• Demonstrated organisational and people management skills</li> <li>• Fluency in spoken and written English</li> <li>• Ability to lead and motivate others</li> <li>• Problem solving attitude</li> <li>• Willingness to promote the work of Saferworld and develop collaborative work with others</li> <li>• Good interpersonal and team-working skills</li> <li>• Demonstrated commitment to principles of transparency, accountability, and honesty</li> <li>• Good IT skills, including in MS Word and Excel</li> <li>• Excellent analytical approach to work with strong attention to detail</li> </ul>	
<b>Personal qualities.</b>	
<ul style="list-style-type: none"> <li>• Commitment to and compliance with Saferworld's safeguarding principles</li> <li>• Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work</li> <li>• Commitment to the vision, mission and values of Saferworld</li> <li>• Commitment to working in a non-partisan manner</li> </ul>	

- Commitment to learn and be open to new ideas and approaches

**Other requirements.**

This position is based in Kampala. There will be regular travel to support Saferworld partners and staff, conduct internal audits/due diligence assessments or advise on financial issues. The post holder may be required to travel to Saferworld's Head Office in London or to other countries for Saferworld related activities as needed.

**Application process.**

**To apply:** Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to HR at [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) (Ref: UG-FOM)

**Deadline for applications: 24<sup>th</sup> October 2021**