

JOB DESCRIPTION

Job Title:	Finance Officer
Location:	Kampala, Uganda.
Reporting to:	Finance and Operations Manager
Management responsibility (if applicable)	N/A
Type of position:	National position
Grade and Salary:	Competitive INGO Salary
Contract terms and hours:	Full-time (37.5 hours) 12 months Fixed Term Contract

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 are a not-for-profit organisation operational in 12 countries across Africa, Asia and the Middle East.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

Job purpose

The Finance Officer will provide critical assistance to the Finance and Operations Manager and the Sudan Finance Team by fostering a robust financial control environment. The primary responsibilities will involve managing and documenting all financial transactions with utmost accuracy and timeliness. Their role will extend to maintaining comprehensive and meticulously correct financial records. Apart from these, they will be expected to carry out bookkeeping tasks and oversee various banking activities to ensure efficient financial operations. Their remit will also encompass providing back-up for the Finance Manager when necessary, under the guidance and direction of the Finance and Operations Manager.

In a broader sense, the Finance Officer's role will pivot on enhancing financial efficiency and accuracy, while supporting the team in achieving its operational objectives and maintaining financial integrity within the organisation.

Roles and Responsibilities:

Under the direct supervision of Finance and Operations Manager, the Employee as part of Finance team shall provide, finance support to the Sudan Programme as follows:

Financial management:

1. Receive and process payments for suppliers, staff and any other providers of goods and services to the Organisation

- Process staff payment requests, supplier, service providers' invoices ensuring compliance with Saferworld and donor agencies rules and regulations.
- Receive and review partner organisation fund requests and their accountabilities and forward them for approval.
- Write cheques for approved cheque payments vouchers.

- Review payment supporting documents to ensure that they are in line with authorisation levels & structure, tax invoices match purchase orders, delivery notes and goods received notes.
- Follow up on receipts from suppliers and service providers on all payments made through electronic banking.
- Process all staff claims within a week after receipt of the approved claims.
- Consolidate all cash requirements and forward to the Finance and Operations Manager to prepare the Country Programme Funds requirements.

2. Capture all financial data in the Organisation’s Accounting Software

- Check for accuracy, completeness and coding before transactions are entered into the computerized accounting system.
- Enter all paid transactions and staff accountabilities into the computerized accounting system.
- Stamp “PAID” on all payment vouchers that have been entered into the accounting system.
- Maintain proper filing of payment vouchers in a timely and accurate manner and ensure that all supporting documents are attached 2 Finance Officer

3. Conduct regular bank transactions Prepare and Submit financial reports

- Prepare a monthly receipts reconciliation statement.
- Prepare all statutory returns, and submit to the Finance Coordinator
- Prepare monthly bank reconciliation statement.
- Prepare and submit the monthly financial expenditure report for the Finance and Operations Manager.
- Analyse and interpret Management reports for project teams enabling them to make informed decisions. Provide detailed information on salary advances and working advances to the Finance and Operations Manager

5. Manage Cash and Valuables

- Ensure the safe custody of money in line with Saferworld finance policies and procedures
- Reconcile all cash received and paid out.
- Receive and issue a receipt for any cash deposits received
- Pay out cash for all approved petty cash payments
- Keep safe storage of cash, cheque books and stubs, receipt books and any other valuable documents for

Key working relationships

- **Colleagues in the Sudan programme** – providing financial management support to the team
- **Finance colleagues in other regional programmes** – sharing experiences, best practices and lessons learned to contribute to a healthy finance system; providing support, as required
- **Colleagues in the London-based Finance Department**– working collaboratively on budgeting, compliance and financial reporting; providing and receiving specific support, as required
- **Colleagues in the funding team** – working collaboratively on project proposals, programme development, donor reporting
- **Partners and other external stakeholders including donors** – networking, sharing information, collaborative working as appropriate, consultation, capacity-strengthening

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none"> • Budget Reviewer for all Sudan Country Projects
Financial resources	<ul style="list-style-type: none"> • As per budget (country budget).
Other resources	<ul style="list-style-type: none"> • Hard disk for Financial software backup and other financial data.
People management	<ul style="list-style-type: none"> • Sudan Finance and Administration Assistant (matrix management)
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Ensure compliance with Saferworld policies and procedures (Global and Sudan). • Ensure compliance with national legislation and donor requirements. • Ensure all accounts are completed and recorded in line with country financial regulations.

Person specification

Essential requirements

- University degree in Finance, Accounting or a similar discipline, or equivalent experience.
- Sound work experience in finance with an International NGO or similar settings.
- Computer literate in the use of Microsoft Word, Excel, Outlook.

- Experience of accounting software (e.g. QuickBooks, SUN System, etc.)
- Trustworthy with excellent attention to detail.
- Proven track record of working effectively as part of a team.
- A commitment to working in a non-partisan manner.
- Experience of working with partner organisations and providing training to partner finance staff.
- Experience of managing staff.
- Ability to travel extensively within Sudan or abroad for work purposes.

Skills and abilities

- Fluency in English.
- A positive problem-solving attitude and approach.
- Excellent relationship-building and communication skills, including ability to facilitate dialogue and provide advice, guidance, and coaching.
- Willingness to promote the work of Saferworld and develop collaborative work with others.
- Demonstrated commitment to principles of transparency, accountability, and honesty.
- Ability to work on his/her own, but also with a proven track record of working effectively as part of a team.
- Enthusiasm to learn and apply as well as share new knowledge and skills.
- Ability to analyse situations and data, identify trends and patterns and produce reports.

Application process

To apply: Send your CV and a cover letter addressing the person's specification and why you feel your experience matches the requirements of the role to jobs@saferworld.org.uk with job ref (Ref: FO UG/SUD)

This position is on a rolling basis, applications will be reviewed as they come.

Deadline for applications: 27 JULY 2023