

VACANCY ANNOUNCEMENT

Transparency International Uganda (TIU) is a national chapter of Transparency International – The global coalition against corruption. It is a registered nongovernmental organization working to create change towards a Uganda free of corruption. TIU is seeking to recruit a qualified candidate to fill the position of **Senior Finance Officer** to be stationed at the Secretariat in Kampala

Reports to: The Executive Director

Supervises: Finance Officer

Job purpose: The Senior Finance Officer will be in charge of the full spectrum of financial and management accounting, including regulatory reporting for Transparency International Uganda. He/she will direct the Organization's financial, policies and oversee all financial, functions including accounting, control systems, budget, credit, insurance, taxes and internal capacity enhancement partners in accordance with TIU Finance and accounting policy.

Key tasks and Responsibilities:

- Lead the develop, supervise and coordinate implementation of organizational financial systems, policies, practices, procedures and ensure compliance and effective work practices
- Lead and facilitate capacity enhancement of staff and CSOs/Community partners on matters of financial reporting to ensure timely completion of key financial plans, processes and compliance to contract management obligations
- Lead the preparation of financial reports to stakeholders of the network in line with FP and accounting standards evaluation and use of funds
- Provide leadership in developing clear and realistic funding plans, budgets and forecasts in prospective projects to achieve the organization's strategic goals
- Enforce control of income and expenditure and general financial administration of TIU
- Maintain regular links and strengthen established networks with key Financial Institutions, and Finance Departments of Donor and local partners
- Identify finance-related knowledge needs for the TIU, coordinate the generation, storage and access to finance-related knowledge in line with the TIU's Strategy
- Continually review work practices and procedures for better operational efficiency and potential issues in accounts, financial processes and controls and proactively raise management attention to act and resolve
- Identify and communicate major funding gaps and recommend appropriate remedial action.

Minimum requirements and competencies

- Experience of design, implementation and monitoring systems of financial management, controls and accounting systems and experience in producing budgets and financial reports for use by management
- University degree in Business Administration, Accounting, Commerce or any related qualification. Master's in Business Administration and professional Accountant qualification like ACCA, CPA, CIMA will be an added advantage.
- At least five (5) years of financial experience at Senior Management level three of which must be from a recognized Non-Government Organization.
- Excellent skills in Microsoft Office programmes and knowledge of computerized accounting systems preferably Navision or similar packages
- Strong analytical skills with ability to set priorities, complete work with minimal supervision, and meet deadlines.
- Excellent interpersonal and communication skills. Facilitation skill is an advantage
- Adheres to TIU's values, which are: Transparency, Integrity and Accountability.

Application process: Qualified applicants should submit their cover letter, Curriculum Vitae, copies of academic credentials and contact information for 3 professional references by Tuesday 23rd August 2016 to info@tiuganda.org / pwandera@tiuganda.org. Please indicate the position applied for in the subject line.

Hard copies should be addressed and delivered to;

The Chairperson

Transparency International Uganda

Plot 3 Martyrs Lane Ntinda P.O Box 24335 Kampala

Tel: 0414 255836/0392 001177

While we thank all applicants for showing interest, only shortlisted candidates will be contacted for interviews