



JOB TITLE: DIRECTOR FINANCE AND ADMINISTRATION
REPORTS TO: EXECUTIVE DIRECTOR
DIRECTORATE: FINANCE AND ADMINISTRATION
SALARY SCALE: N/HD/N2
DURATION: 5 YEARS CONTRACT (RENEWABLE ONCE)

Main Purposes of the Job:

- To develop and manage all the corporate support services required to enable the creation and operations of a world class organisation.
- To contribute to the attainment of the Authority's business objectives by:
 - a) Providing strategic, financial, procurement, human resources, facilities and customer service management expert advice and guidance to Board and Management.
 - b) Support the development of all necessary business policies and procedures to ensure the sound financial and other resources management and control of the Authority's businesses.

Key Results Area/Accountabilities

- Coordinate and provide technical support to the organisation to develop and implement bankable business, tactical and operational strategies, especially, for commercialisation of Authority services.
- Manage the preparation and implementations of the Directorate business plan, operational plans and budgets in line with the overall corporate long and medium term strategic plan as well as annual work plan and budgets.
- Provide periodic performance reports on the key functional and or business units under the directorate for Executive Management and the Board of Directors.
- Oversee and support the establishment and implementation of world class Financial, Human Resource, Procurement, Facilities, Partnerships and Customer Management capabilities in line with corporate objectives and national statutory requirements.
- Manage and protect Authority's intellectual and tangible assets in conjunction with the Directorate of Regulation and Legal Services.
- Establish and foster both formal and informal but ultimately strong corporate culture ensuring effective and symbiotic inter directorate, divisional and departmental collaborations across the organisation.

Critical Output

- Achievement of Directorate and Divisional Financial, Procurement, Human resource, Operational, Customer and Organisation score card targets.
- Organisational financial and other resources are optimally utilised and fully accounted for.
- Manpower is adequate, skilled, cultured and highly motivated to enhance overall NITA-U human capital productivity.

- Corporate facilities are adequate and well maintained;
- Healthy and profitable long term relationships are maintained with all Authority customers.

Qualifications

- Degree with honours in BCOM, BBA, or Bachelors Degree in any major business related fields (such as Human Resources, Marketing, Management, Economics, Supply Chain Management, Production Management, Finance etc.) from a recognised University is a requirement.
- A Masters in Business Administration or any of the above areas from a recognized University is also a requirement.
- Full membership of the Institute of Certified Public Accountants of Uganda (ICPA-U) is a requirement.
- Full Membership of Internationally Recognized Professional Accounting Body (ACCA, CIMA, CA etc.) will be an added advantage.

Skills/Competencies

- Computer skills (Preferably Microsoft office Applications).
- Practical skills on Computerized Accounting Information System;
- Ability to work on own initiative as well as supervision of a team;
- Demonstrable supervisory skills.
- Excellent business acumen.
- Capacity to establish credibility, and trust and partnership.
- Analytical and problem –solving skills.
- Excellent communication and report writing skills;
- Knowledge of management philosophies.
- A person of integrity and honesty

Experience

- At least 7 (seven) years working experience with a reputable public, private commercial or donor funded organization, 3 (three) of which must have been at head of department level.
- Management of a financial directorate, division or department of a large public or private enterprise is an added advantage.
- Working knowledge of Enterprise Resource Planning systems (ERPs) will be an added advantage.
- Familiarity with Donor Funded Project Management is an added advantage.

