



**JOB TITLE:** MANAGER, FINANCE  
**REPORTS TO:** DIRECTOR, FINANCE AND ADMINISTRATION  
**DIRECTORATE:** FINANCE AND ADMINISTRATION  
**DEPARTMENT:** FINANCE DEPARTMENT  
**SALARY SCALE:** N/MA/N3  
**DURATION:** 3 YEARS CONTRACT (RENEWABLE)

**Purpose of the Job:**

To administer the finance functions of the Authority by establishing and maintaining a system to record, control and report on financial and other resources of the Authority in line with set policies and strategic plan.

**Key Results Area/Accountabilities**

- Designing systems, policies and procedures for financial and other resources management;
- Preparation and implementing Authority financial plans and budgets;
- Reporting on actual and projected business and or financial results;
- Evaluation and analysis of financial health and risks and reporting accordingly to executive Management;
- Championing and maintaining financial discipline, control and accountability throughout the organization;
- Maintaining accurate financial records and preparing annual financial statements;
- Providing technical expertise for development and implementation of financial strategies and controls for capital investments;
- Advising management on compliance with statutory requirements;
- Ensuring effective revenue and cash management;
- Providing financial expertise on statutory or commercial debts;
- Liaison with external auditors and follow up of implementation of audit recommendations;

**Qualifications**

- Degree with honours in BCOM, BBA, or Bachelor of Science with Accounting or Finance Major from a recognised University is a requirement.
- A Masters in Business Administration or Masters in any major business related fields (such as Human Resources, Marketing, Management, Economics, Supply Chain Management, Production Management, Finance etc.) from a recognized University is an added advantage.
- 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 5 (five) years of experience with a reputable public, private commercial or donor funded organization, 2 (two) of which must have been at a senior supervisory level.