

JOB TITLE: Finance Officer – NIGI Project

Duty station: Kampala

Reports to: Finance Manager

Programme Overview

Wageningen Centre for Development Innovation (WCDI) is the interdisciplinary and internationally focused unit of Wageningen University & Research Centre. WCDI works on processes of innovation and change through facilitating innovation, brokering knowledge and supporting capacity development. The Nutrition and Income generation project (NIGI) is coordinated by WCDI and partly implemented by Wageningen UR Uganda, the legal entity in Uganda.

Funded by the Embassy of the Kingdom of the Netherlands, Kampala, NIGI is a two-year project, which started in 2019 in collaboration with the Office of Prime Minister. The project aims to contribute to achieving healthier lives and more resilient livelihoods for refugees and host communities in selected refugee hosting areas in West Nile region. It does this by improving access to, and consumption of, nutritious crops and improving income generation opportunities for refugees and hosts in refugee settlement areas in West Nile Region.

Purpose of the position

The Finance Officer's core responsibility will be to maintain accurate, comprehensive, and up to date financial records of the NIGI Project. Reporting to the Finance Manager, this position will be responsible for supporting the Finance Manager to ensure that funds are spent compliantly and efficiently within the limits of pre-agreed budgets. S/he will also work closely with the NIGI Project Manager and project staff located in Arua /West Nile office and key staff based in Kampala to ensure proper accountabilities of implemented activities.

Main duties and responsibilities

1. Keep up to date financial records and support the Finance manager to provide monthly expenditure overviews per budget item.
2. Ensure that all accounting records are duly verified, complete and posted into accounting system as per the organization's financial guidelines.
3. Travel to field office to review expenditures relating to all accounting documents for accuracy and consistency with the organization's financial guidelines.
4. Conduct periodic independent audits of expenditures by NIGI field office and implementing partners including verification of rates, recipients, etc.
5. Assume safe custody and carry out cash disbursements to staff according to the organization's finance guidelines
6. Keep up to date records on balances and budget line expenditures for approved field activities
7. Assist the Finance Manager to check that all financial transactions and payments are conducted professionally, recorded accurately and promptly within the approved budget lines.
8. Follow-up on finance queries with the field office and ensure timely response to all finance concerns raised.
9. Participate in and assist with annual statutory audits.

Minimum Knowledge, Skills and Qualifications

- a. Minimum of BSc accounting or finance
- b. Full or part qualification of Accounting professional course as CPA, ACCA is desirable
- c. Excellent verbal and written communication skills in English
- d. A minimum of three years' experience of working with International NGO or Multi-partner Projects.
- e. A minimum of three years' experience in finance officer position
- f. Experience with use of accounting software (preferably Tally accounting system) and data entry in such software and budget monitoring.
- g. Computer literacy (MS Word and Excel)
- h. Eye for detail and zero-mistake mentality
- i. Willingness to travel up-country extensively

How to apply: Interested candidates can send their cover letters and resumes (max.4 pages) with three referees that can testify on the candidates' competences and skills to handle the tasks to hr@issduganda.org. Please do not attach Certificates or academic credentials. Deadline for application is 13th March 2020.