

Recruitment for Head of Finance

The Association for Strengthening Agricultural Research in Eastern and Central Africa (ASARECA) is a sub-regional not-for-profit organisation. It was established in 1994 by 11 member countries represented by their national agricultural research for development institutes. The 11 member countries are: Burundi, Democratic Republic of Congo, Eritrea, Ethiopia, Kenya, Madagascar, Rwanda, South Sudan, Sudan, Tanzania and Uganda.

ASARECA is seeking to recruit a qualified staff with high integrity, dedication, and commitment to fill the position of **Head of Finance** from within the ASARECA region.

Position: Head of Finance

Reports to: The Executive Secretary

Planning and Budgeting

- Provide input in developing the overall operational plan for ASARECA
- Develop, analyze and monitor program budgets; monitor and track obligations and expenditures against budgets
- Undertake budget preparation, management and consolidation including the development and review of relevant standard costs for ASARECA.
- Consolidate the ASARECA annual budget and present through the ES to the BoD for approval
- Monitor and review budgets and advise management as appropriate.
- Prepare quarterly budget performance reports for management and donors, as required.
- Assist in the development of the financial strategic plan of ASARECA.

Accounting: Staffing, system, policies and procedures

- Ensure optimum staffing of the finance and accounting department with qualified and experienced staff.
- Manage the smooth running of the financial accounting system.
- Ensure compliance of financial systems with ASARECA policies and procedures, donor rules and regulations and the Government of Uganda laws
- Ensure that the policies and procedures of financial management are consistently applied.
- Maintain proper books of accounts to record expenditure, revenue, assets and liabilities in line with the ASARECA accounting Policies and International Accounting Standards
- Recommends for approval all financial transactions of ASARECA and accountabilities of sub-recipients to the ES.
- Manage the Banking systems i.e opening, closure and smooth operation of bank accounts.
- Supervise the finance team in reviewing cash receipts and disbursement transactions such as but not limited to travel, advances and liquidations of sub-grantee expenses, and vendor transactions – ensuring adequacy of supporting documents and appropriate cost accounting allocations.
- Work with the relevant Programs/themes, units, etc. on integrated management of all project finances to ensure effective use of resources in order to achieve program objectives in compliance with all donor requirements.

- Review monthly Financial Reports from field programs for completeness and accuracy; ensure appropriate budget approvals, and submit to the Executive Secretary.
- Provide technical support to ensure effective income tracking including cash flow, pre-financing, timely and accurate payment requests and tracking outstanding amounts due from donors

Reporting

- Develop and/or update financial management reporting capacities (skill sets and infrastructure) for real/near time financial monitoring and reporting at all levels
- Guide and prepare periodic financial and management reports that show an accurate financial position and performance of ASARECA
- Advise senior management regularly on financial matters
- Lead the preparation of the ASARECA annual financial report through the ES to the Board of Directors, Development Partners and General Assembly
- Prepare and submit donor-related reports in accurate, timely and acceptable format.
- Attend Board of Directors' meetings to report on ASARECA's financial performance.
- Serve the Finance Committee of the BoD as Secretary and ex-officio member.

External Audits and Reviews

- Coordinate external audits for ASARECA in accordance with the provisions of the Operational Manual and development partners (DPs) where applicable.
- Develop the ToRs for the external audits in consultation with DPs where applicable.
- Timely preparation and submission of financial statements for external audit.
- Coordinate responses to external and internal audits.
- Timely submission of external audit reports to the DPs.
- Follow up on outstanding issues arising from external audits or other reviews done by ASARECA or DPs within that fiscal year.

Job specifications

- A bachelor's degree in accounting, finance or its equivalent from a recognized university.
- Professional qualification of Certified Public Accountant/Association of Chartered Certified **Accountants (ACCA)** or Chartered Institute of Management **Accountants (CIMA)**.
- Masters/MBA in Finance/Accounting will be an added advantage
- Knowledge of common accounting softwares.

Experience

- At least 8 years relevant experience at senior managerial level in a busy public or private organization.
- Knowledge of applicable donor rules, regulations and systems will be an added advantage.
- Proven knowledge of computerised accounting systems software packages. Experience of training and transferring skills to other staff members is an added advantage (workshop and one-to-one coaching)

Personal skills and attributes

- High level of integrity and untainted record of ethical conduct
- Strong financial skills encompassing proposal budgeting, income tracking, budget monitoring and financial reporting
- Excellent interpersonal, management and team development experience;
- Excellent written and oral communication skills.
- Strong leadership skills and demonstrated ability to hold staff transparent and accountable
- Exceptional attention to detail and ability to demonstrate error-free reporting
- Proven ability both to solve complex accounting problems and communicate effectively on these with non-specialist staff
- Ready to travel out of station.

Work station: Entebbe, Uganda

Aspiring candidates should send their application in confidence to the address below by **5:00pm (East African time) Friday 14th July 2017**. Please indicate the job title on the subject line and send (by post or email) your application letter and curriculum vitae (as one PDF document) containing details of your qualifications, experience, present position, current and expected remuneration as well as copies of professional/ academic certificates (as one PDF document). Please follow the instructions on how to send your application documents. Include day and evening telephone numbers, e-mail address, names, addresses and telephone numbers of three references to:

Head of Human Resources and Administration

ASARECA

Plot 5 Mpigi Road

PO Box 765 Entebbe, Uganda

E-mail: hr@asareca.org

For more details about ASARECA and a detailed job description, visit www.asareca.org. ASARECA is committed to the ethics of equality; gender equality, diversity, inclusion and non-discrimination in all its recruitments.

Only short-listed candidates will be contacted.