



# VACANCY ANNOUNCEMENT

## Head of Finance

### A. Background

The Association for Strengthening Agricultural Research in Eastern and Central Africa (ASARECA) is a not-for-profit inter-governmental organization of 15 member countries comprising: Burundi, Cameroon, Central African Republic, Eritrea, Democratic Republic of Congo, Ethiopia, Federal Republic of Somalia, Madagascar, Kenya, Republic of Congo, Rwanda, South Sudan, Sudan, Tanzania, and Uganda. ASARECA's core mandate is to coordinate regional agricultural research for development in partnership with NARIs. It aims to increase productivity, commercialization, and competitiveness of agriculture sector in Eastern and Central Africa to sustain livelihoods. Its mandate is to: (i) identify regional research priorities and opportunities; (ii) commission, broker and manage research partnerships to address regional priorities synergistically; (iii) nurture pathways for on-time delivery, spillover, and scaling of regional agricultural research results to deliver agricultural results; and (iv) mobilize, allocate and manage regional AR4D investments to support generation of regional agriculture-based public goods and services. To achievement this mandate, ASARECA seeks to fill the position of Head of Finance.

### B. Job Summary

Reporting directly to the Executive Director, the Head of Finance provides overall financial management and counsel to both the Executive Director of ASARECA and the Finance and Administration Committee of the Board.

### C. Essential/Primary Responsibilities

#### Budgeting

1. Compile and present the Master Budget to the Executive Director and Board for approval, and provide mechanisms for monitoring, controlling, and reviewing budget implementation as well as overseeing annual expenditure projections, annual cash flow projections, and forecast of financial requirements.
2. Prepare, monitor, analyze, and manage program budgets as well as relevant obligations and expenditures based on user-friendly and donor-acceptable Budget Framework.
3. Develop, monitor, and review the Corporate Financial Work Plan and Budget as well as assessing the performance of AS-ARECA's financial, annual budget and Strategic Plan.
4. Develop and install effective revenue management system and procedures aimed at improving collection of funds.
5. Confer with Donor Agencies on the utilization of funds as well as methods of financial reporting to ensure that all financial transactions conform to donor procedure.
6. Prepare quarterly budget performance reports that show the Organization's financial position and performance especially in the areas of budget discipline and cash flow monitoring.
7. Assist in the development of the financial strategic plan of ASARECA as well as support the negotiation process with inter-national and external partnerships through financial analysis, information gathering and an understanding of risks to advise on impact of decisions.
8. Monitor the implementation of ASARECA's Procurement Plan ensuring that it is aligned to the Annual Work Plan and that all procurement requirements derive their estimates from the approved Annual Work Plan.

#### Financial Management

1. Manage smooth turning of the financial accounting system and ensure that the policies, systems, processes, and procedures of financial management are consistently applied, monitored, and reviewed.
2. Ensure compliance of financial systems with ASARECA policies and procedures, donor rules and regulation and the Government of Uganda laws.
3. Take lead in development of comprehensive financial sustainability plan and fundraising strategy for the Organization.
4. Participate in development of project proposals by ensuring that the costing for activities is properly done and that budgets include all relevant components of the proposal.
5. Carry out strategic level financial risk analysis and develop mechanisms for minimizing financial risks, besides providing technical support to the Internal and External Auditors.
6. Develop a robust financial performance management framework and ensure that the performance indicators are clearly communicated to all staff and management.
7. Oversee maintenance of proper books of accounts in line with ASARECA accounting policies, systems, processes, and procedures as well as International Accounting Standards.
8. Approve all financial transactions of ASARECA and accountabilities of sub-grantees.
9. Manage the Banking systems i.e., opening, closure and smooth operation of bank accounts.
10. Supervise the finance team in reviewing cash receipts and disbursement transactions such as but not limited to travel, ad-advances and liquidations of sub-grantee expenses, and vendor transactions.
11. Work with the relevant Programmes /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.
12. Provide technical support to ensure effective income tracking including cash flow, pre-financing, timely and accurate pay-ment requests and tracking outstanding amounts due from donors. Develop secure procedures for maintenance of confidential information

13. Recommend cost-reducing solutions and ensure Value for money in the Organization's transaction
14. Facilitate annual financial audits as required and ensure external auditors have all relevant information to facilitate their work; and follow-up on audit reports/recommendations to ensure that gaps in audit reports are closed.

#### Sub-Grantee Management

1. Coordinate audit reviews of partner institutions.
2. Support financial management of sub-grantees including processing advances/liquidations, monitoring/compliance visits and close-out procedures.
3. Provide technical assistance to partners and sub-grantees in financial management and subcontract compliance.
4. Coordinate with other programmes/theme leaders for training/mentoring of sub-grantees.

#### Reporting

1. Guide and prepare periodic financial reports that show an accurate financial position and performance of ASARECA in accordance with acceptable financial reporting standards.
2. Lead the preparation of the ASARECA annual financial report and submission through the ED to the Board of Directors, Development Partners, and General Assembly
3. Serve as the Secretary and ex-officio member of Finance and Administration Committee of the Board.

#### D. Required Qualifications and Experience

1. An honours degree in Commerce, Finance or Business Administration or related field with Accounting Major from an accredited University.
2. Master's degree in the above or related fields.
3. Full membership of ACCA, CPA, CIMA, or any other relevant professional body.
4. A minimum of 10 years of working relevant experience, six (6) of which should have been at senior managerial level work-ing in a donor funded organization preferably with international organizations of agriculture.
5. Knowledge of applicable donor rules and regulations such as of USAID, World Bank, AusAID, EU, and Sida.
6. Experience in setting up and managing donor compliance monitoring systems, developing, and implementing relevant tools and software.
7. Proven knowledge of computerized accounting systems software packages, preferably Sun Accounting System
8. Experience of training and transferring skills to other staff members (workshop and one-to-one coaching).
- E. Personal Skills and Attributes
1. High quality of personal integrity, credibility, dedication, and thoroughness.
2. Strong financial management skills including proposal budgeting, income tracking, budget monitoring, and financial reporting.
3. In-depth understanding of cash flow management, data analysis and forecasting models
4. Excellent interpersonal, problem solving, decision making, management, and team development experience.
5. Excellent written and oral communication skills.
6. Strong leadership skills and demonstrated ability to enforce accountability and delivery of results.
7. Keen attention to detail and demonstrated ability in financial risk management.
8. Proven ability both to solve complex accounting problems and communicate effectively with non-specialist staff.
9. Knowledge of French language will be an added advantage.
- F. Work Environment
1. Ability to thrive in an intense, do-it-yourself, start-up environment.
2. Regular travel may be involved.

#### G. Duration of services

Two-year renewable contract based on performance and availability of funds.

#### H. Duty Station

The Head of Finance will work full time at the ASARECA Secretariat, Entebbe, Uganda.

#### I. Application Procedure

Interested applicants can visit our website using the link [www.asareca.org/Announcements](http://www.asareca.org/Announcements) to complete the online application form and upload their CV, Cover Letter and relevant academic certificates all in one file not exceeding 10 Megabytes (MB). The cover letter should be addressed to the **Executive Director, ASARECA**. The detailed CV must include names and addresses of 3 referees (including e-mail address and telephone numbers). You may also send your application and detailed CV to [secretariat@asareca.org](mailto:secretariat@asareca.org). **Closing date for Applications is 4 August 2023**. Only shortlisted candidates will be contacted. ASARECA is an Equal Opportunity Employer.