

## **DEPUTY FINANCE MANAGER (DFM)**

The role of the Deputy Finance Manager is to provide high level support to the Finance Manager in managing and overseeing the finance function and, providing technical oversight to the project finance office function. He/she will be responsible for managing the budgeting function of the country program to ensure timely and accurate project and operating budget preparation, financial donor reporting and overall project financial management. The position holder will work collaboratively with the Country Representative & Program Coordinator under the guidance of the Finance Manager in supporting the projects from design to end in terms of financial management issues as follows;

### **Key Responsibilities:**

1. Ensure that LWF Uganda's budgeting practices are compliant with global LWF and donor procurement policies.
2. Work with program staff in preparing and / or revising project budgets to support new proposals or modifications while ensuring adequate coverage of project operations and HQ costs.
3. Ensure immediate setup and creation of new project codes upon receipt of the project approvals.
4. Ensure that the project accountants provide timely, reliable and accurate support in the process of preparing working budgets, monthly forecasts, monitoring expenditure, journal vouchers, budget reviews and amendments, project reporting & closure as well as during the project audit.
5. Ensure the timely production of accurate and meaningful project finance management reports, provide analysis and respond to queries from senior management, HQ budget holders, donors and auditors. These reports will be prepared in donor currency in order to ensure maximum utilization of budgeted amounts and provide recommendations for revision or modification to the management team.
6. Provide support and information as required in the preparation of the Operations budget and the annual project working budgets.
7. Assist with the preparation of Shared Program Cost allocation processes and methodology for HQ costs for budgeting purposes that comply with donor regulations and are reasonable, allocable and allowable. The position holder will also oversee the preparation and posting of the HQ cost allocation re-charge journal to projects on a monthly basis.
8. Work collaboratively with the Project Managers, staff and other departments to provide sufficient support and ensure sufficient resources (skilled staff) for finance operations in the project offices.
9. Provide support and advice the Finance Manager in relation to internal controls strategy and plans required in the HQ and project offices and, supervise the finance team in its implementation.
10. Organize and facilitate fraud prevention training and other trainings related to IC strategy and plans and; take part in fraud investigations when required.
11. Organizing (and in some cases delivering) training of staff, managers and implementing partners in all aspects of financial management and donor guidelines.

12. Provide effective back-up in the absence of the FM and ensure smooth finance operations during that time.
13. Provide input to the FM in identifying training needs in the area of Budgeting and project management for non-finance staff and lead refresher trainings for both program and finance staff to ensure that they are aware of their roles and responsibilities and are updated with new procedures on all financial management and donor guidelines.
14. Assist in providing training and support for the project office program and operational staff on proposal budgets, revisions and pipeline and expenditure forecast plan reports.
15. Visit project sites and implementing partners when necessary
16. Any other duties as assigned by the Finance Manager or their designate.

#### **Minimum Qualifications and Experience:**

- A degree in accounting or equivalent, with a recognized professional accounting qualification (CPA, CMA, ACCA).
- At least 5 years supervisory role in and international NGO with vast experience in handling project reporting for various donors (EU, US government, UNHCR, etc)
- Able to communicate effectively (written and verbal) in English with all staff.
- Demonstrated knowledge and experience in finance software systems (Sage ERP 300 highly desirable) and MS Office (Windows, spreadsheets etc)
- Demonstrated leadership and managerial skills, willingness to exercise initiative, detail oriented and capable of preparing and analyzing financial reports.
- Able to participate and contribute as a team member, with proven ability to work under pressure and manage the workload to complete critical deadlines.

#### **ACCOUNTS ASSISTANT**

##### **Key Performance Areas:**

1. Maintains up to date accounting records for all financial transactions and an orderly filing system for all accounts and finance correspondence;
  2. Makes a proper record of cash received and paid out through the evidence of receipts and payment vouchers which are duly authorized by the Finance Manager or Sub Program Accountant and Sub Program Manager;
  3. Performs standard cash counts;
  4. Prepares cheque payment batches, and ensures that vouchers are presented to the Financial Manager or the Sub Program Accountant for endorsement, with all properly authorized supporting document;
  5. Prepares cash payment batches daily, and ensures that vouchers are presented to the Finance Manager, Chief Accountant/Internal Auditor, or the Sub Program Accountant for endorsement after ascertaining that the claims are correct, with all properly authorized supporting documents;
  6. Forecasts daily cash requirements and processes cash withdrawals from the bank;
  7. Maintains a cash book/cheque register for only one bank account, and produces a monthly reconciliation statement for each account, ensuring the cashbook balance agrees with the bank statement and ACCPAC;
  8. Runs test import files to ACCPAC;
  9. Prepares bank/cash reconciliations;
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10. Writes cheques and ensures they are duly signed/endorsed prior to payment, while maintaining an accurate cheque register of cheque stubs, current bank balances and records;
11. Prepares the input journal vouchers (adjustments);
12. Manages the office cash float by:
  - (i) Ensuring that cash-at-hand corresponds with cashbook balance;
  - (ii) Ensuring that the daily cash balance form is verified and endorsed by the Finance Manager, Internal Auditor, or Sub Program Accountant;
  - (iii) Undertaking safe custody of the cashbox keys at all times; and
  - (iv) Handing over the cash float to the Finance Manager or the Project Accountant for safe custody.
13. Prepares and processes journal vouchers to post the bank and cash transactions to ACCPAC;
14. Maintains hard copy files of all accounting vouchers for bank and cash transactions;
15. Produces a monthly journal to charge staff accounts for personal use of phones and vehicles;
16. Compiles a monthly summary/analysis of staff timesheets to allow Sub Program Accountant produce the monthly journal of staff recharges to projects;
17. Where applicable, assists the Sub Program Accountant in preparing monthly financial reports and other financial activities; and
18. Perform any other relevant duties that may be assigned from time to time by the Sub Program Accountant and Sub Program Manager or his/her designate.

**Minimum Qualifications and Experience:**

University Degree in B com (Accounting), BBA (Accounting) or related field from a recognized University

At least level 1 of either ACCA or CPA

Practical experience in use of ACCPAC Accounting Systems is desirable

At least two (2) years working in accounts or bookkeeping with a reputable firm, public body or NGO

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