

JOB OPPORTUNITIES

Lutheran World Federation (LWF) is part of the Lutheran World Federation's World Service, an international humanitarian and development agency. LWF Uganda works to reduce people's vulnerability, supporting them to realize their potential, to build on their assets, and to respond to their own problems and needs. LWF Uganda is currently operating in Pader, Kitgum, Lamwo, Adjumani, Obongi, Luuka, Kamwenge, and Kampala Districts: Please check uganda.lutheranworld.org for more details

The LWF Uganda Program is seeking to hire mature, qualified and experienced persons to fill the following positions:

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| 1. Position: | Senior Accountant |
| Duty Station: | Head Office- Kampala (1) |
| Reports To: | Deputy Finance Manager |

Job Purpose/ Summary: The role of the Senior Accountant is to implement operational Finance activities for the Organisation in consultation with the Deputy Finance Manager and or Finance Manager in line with LWF and Donor guidelines and procedures.

Main duties and responsibilities

- Policy implementation in order to improve the accuracy and completeness of their reports.
- Assist in preparation of monthly Financial reports to Geneva and Monthly Management Reports.
- Carry out end month closure processes in SAGE by reviewing unposted bathes and notify the Subprograms to close and post batch; Share and follow up on unpaid invoices for Subprogram Accountants for reconciliation.
- Maintains month end report file for both the Geneva & project management reports.
- Review and manage the project working budgets/cash flow forecasts in order to ensure that activities are implemented according to plan and that any projected deficits/surplus are adequately addressed.
- Participate in budgeting at proposal level, consolidate and review budgets.
- Creates Financial Reporter (FR) excel templates for new projects and modifies the existing templates to meet the LWF Uganda/Geneva reporting needs.
- Set up approved Project budget in SAGE and perform budget amendments in a timely manner.
- Reviews project budget codes and deactivates all ACCPAC codes for closed projects and budgets that are overspend.
- Ensures monthly balance sheet account reconciliations (Subledgers) and liaises with both the Kampala and Project Accountants to ensure that regular action is taken on all outstanding account balances in accordance with the finance manual.
- Carry out detailed reviews of all projects expenses (Supplier requisition, Purchase order, Accountabilities, Payment request) to verify their accuracy and completeness in accordance with LWF accounting policies.
- Reviews adjustment journals prepared by the project accountants to ensure correct charging before importing and posting them to ACCPAC accounting software.
- Reviews the draft monthly financial reports prepared by Accountants to ensure that they meet the internal and external reporting requirements of LWF Uganda, including identifying & discussing proposed adjustments to the reports with the Finance Manager;

- Undertakes regular field visits to monitor all LWF-Uganda's projects and perform a range of standard internal audit checks (e.g. physical asset verification, physical verification of project sites & carrying out transactional walk-through tests) to verify implementation of the existing policies and internal controls.
- Following field visit, prepare reports clearly highlighting any lapses in policy implementation weaknesses in internal controls and makes recommendations to management and follow up implementation of recommendation.
- Assist to ensure that there are adequate financial checks and balances in all the LWF projects as well as the central office.
- Staff Capacity building on Financial Management, new policies and use of ACCPAC as may be necessary;
- Carry out ACCPAC data backups on daily basis
- Performs weekly and random cash counts for the Kampala office
- Performs any other duties that may be assigned from time to time

Education, Experience, Skills & Technical Competencies

- A degree in Accounting or an equivalent, with a recognized professional Accounting qualification (CPA, CMA, ACCA).
- At least 3 years middle level management experience in a large and busy Work environment with vast experience in handling project reporting for various donors (EU, US government, UNHCR, etc) including management of Consortia's
- Able to communicate effectively (written and verbal) in English with all staff.
- Demonstrated knowledge and experience in finance software systems (Sage ERP 300 is a MUST) 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.

- 2. Job Title:** Deputy Finance Manager (DFM)
Duty Station: Head Office- Kampala (1)
Reports to: Finance Manager

Job Purpose/ Summary: 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.

Main duties and responsibilities

1. Ensure that LWF Uganda's budgeting practices are compliant with global LWF and donor procurement policies.

2. Supervise and manage day-to-day accounting functions including data entry, regular cash counts, bank reconciliation and timely submission of financial reports to Finance Manager
3. 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.
4. Ensure immediate setup and creation of new project codes upon receipt of the project approvals.
5. 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.
6. 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.
7. Provide support and information as required in the preparation of the Operations budget and the annual project working budgets.
8. 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.
9. 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.
10. 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.
11. Organize and facilitate fraud prevention training and other trainings related to IC strategy and plans and; take part in fraud investigations when required.
12. Organizing (and in some cases delivering) training of staff, managers and implementing partners in all aspects of financial management and donor guidelines.
13. Provide effective back-up in the absence of the FM and ensure smooth finance operations during that time.
14. 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.
15. 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.
16. Visit project sites and implementing partners when necessary
17. Any other duties as assigned by the Finance Manager or their designate.

Education, Qualifications & Experience Required:

- A degree in accounting or equivalent, with a recognized professional accounting qualification (CPA, CMA, ACCA).

- At least 5 years middle level management experience in a large and busy Work environment with vast experience in handling project reporting for various donors (EU, US government, UNHCR, etc) including management of Consortia's
- Able to communicate effectively (written and verbal) in English with all staff.
- Demonstrated knowledge and experience in finance software systems (Sage ERP 300 is a MUST) 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.

3. Position: MEAL Coordinator
Sub Program: Head Office- Kampala (1)
Reports To: Consortium Coordinator

Job Purpose/ Summary: Reporting to the LEWA Consortium Coordinator, the MEAL Coordinator will carry out Monitoring, Evaluation, Assessment and Reporting activities with a view to determine the impact of the project and how it influences the lives of targeted communities. The MEAL Coordinator will help conduct surveys, collect routine monitoring data and support data analysis and reporting. The MC will also support the implementation of the program accountability framework including adherence to donor requirements in implementation.

Main duties & responsibilities:

1. Actively contributes to development and maintenance of overall M&E frameworks/system for the project;
2. Takes part in and lead data collection in the field and Facilitate training of data collectors and relevant country staff on M&E;
3. Support monthly and quarterly reporting (specifically aggregation of outputs);
4. Responsible for development of M&E plans at inception;
5. Supports and facilitates Consortium Management on data collection, entry, analysis, storage and dissemination;
6. Responsible for implementation of M&E plans, conducting impact assessments and producing impact monitoring reports for Consortia's internal use as well as for Donor reporting throughout the project cycle;
7. Plans and develops detailed data collection tools, ensure that data collection is scientific, and defensible;

Education, Experience, Skills & Technical Competencies

- Bachelor's Degree in monitoring and evaluation, Social Planning, Development Studies or an equivalent
- Demonstrated experience within Consortia;
- A minimum of five years of related work experience in management position in NGOs;
- Excellent knowledge in Monitoring and evaluation system and processes;
- Broad working knowledge and experience of working with EU donors;
- Possess strong analytical and conceptual skills;

- Proven ability to prioritize tasks, meet deadlines and work with limited supervision;
- High integrity, self-driven and able to set own work schedule with rigorous deadlines.
- Ability to initiate and complete assignments and to work under demanding circumstances with minimal supervision

Application Procedure:

Candidates who are interested in the above positions should submit an updated CV and Application letter including their TIN Numbers in Pdf format and not more than 3mb, giving a day time telephone contact and email addresses of 3 (three) work related referees only through our recruitment email recruitment.uga@lutheranworld.org.

Please use the full job title of the position you are applying for as the subject line.

Qualified applicants in the Banking and Private sectors are encouraged to apply

Deadline for receiving applications is Friday 7th May, 2021 5:00pm

LWF/DWS is an equal opportunity employer, irrespective of gender, race or religious affiliation. Persons with disabilities, non-Ugandans with valid work permits and Female candidates possessing the above requirements are encouraged to apply. LWF/DWS is a signatory to the Code of Conduct for humanitarian agencies. Our recruitment and selection procedures reflect the organization's commitment to the prevention of abuse and exploitation of beneficiaries.

Please note, we will conduct reference checks from managers of the last 2 positions held.

Only short-listed candidates will be contacted