



*Transforming Lives Through Agribusiness*

**Job Advert – Finance Manager Position**

Job Title:	Finance Manager
Job Grade:	KT3
Unit of Service:	Finance Unit
Reports To:	CEO
Duty Station:	Kampala - Uganda, with frequent travels in the EAC Region
Employment Category:	One Year Renewal Contract

**Purpose of the Job**

- To Manage the financial operations and provide financial management Information necessary for program implementation and growth of Kilimo Trust.

**Financial Management**

- a) Ensuring proper and timely recording of all the financial transactions of Kilimo Trust Accounting software
- b) Oversee the preparation of timely and accurate monthly, quarterly, and annual financial and management reports.
- c) Provide financial insights to facilitate decision making in executing of the Kilimo Trust strategy, providing guidance and financial analysis to management and the Board to ensure delivery of results.
- d) Lead the budgeting process: develop, review, finalize, and oversee budgets that represent and align with organizational objectives and programmatic activities.
- e) Maintain and regularly update and reconcile the general ledger, accounts payables, accounts receivables, and payroll.
- f) Recommend and report on benchmarks upon which financial performance is measured in the organisation.
- g) Ensure effective management of grant reporting and reconciliation in accordance with the guidelines from donors/ funders.
- h) Monitor the financial performance of the organization including its subsidiaries and projects through regularly budget monitoring reports.
- i) Oversee the preparation and development of budgets and forecasts for the organisation.

**Leadership and Relationship Management**

- a) Manage financial relations with donors including compliance, timely and good quality reporting as specified in the grant agreements.
- b) Conduct regular trainings for the staff and implementing partners / grantees on the financial procedures, reporting and any other related financial responsibilities.
- c) Provide financial advice to the CEO and Team Leaders to enable them to make sound business decisions.
- d) Effectively supervise the staff responsible for the Finance Function in the organisation.
- e) Provide support and maintain a competent and motivated team through constructive feedback, coaching and mentoring.

**Audit, Compliance and Risk Management**

- a) Regularly review and update the KT Financial, Risk and Procurement Manuals and procedures to ensure compliance with-best practice and in line with international standards.
- b) Promote effective risk management for the key risks under the Unit control in accordance with the organisation’s Risk Management framework
- c) Ensure compliance with the organisation’s policies as well as statutory financial

<p>(local/national) regulations for all Country offices.</p> <p>d) Coordinate and manage the processes of internal and external audit, accounting, and reporting requirements as set by Country specific regulatory bodies where the organization has offices.</p> <p>e) Regularly update the financial control systems to strengthen the financial management of the Trust.</p> <p>f) Oversee all tax related activities in all Countries where KT has operations.</p> <p>Program Development, Planning, and Implementation</p> <p>a) Participate in fundraising activities of the Trust through preparation of budgets for project proposals.</p> <p>b) Actively participate in identification of fundraising opportunities.</p> <p>c) Analyze and report on actual and planned monthly expenditure, interpret, and communicate with Team Leaders, advise of variance against approved budgets, and make recommendations for corrective action.</p> <p>d) Conduct field travel visits to review financial procedures among partners / grantees supported by Kilimo Trust.</p> <p>e) Ensure safety of the assets of Kilimo Trust by instituting effective safety measures.</p>
<p>Key Performance Indicators</p> <p>a) Receiving un-Qualified Audit for organization and projects</p> <p>b) Timely and good quality submission of all financial reports to management and Donors/funders.</p> <p>c) Accurate and timely submissions of all proposal budgets to prospective funders.</p> <p>d) Cost overruns are maintained within 5% of approved budgets.</p> <p>e) Robust internal control system that reduces errors and misstatements in financial reports</p> <p>f) All KT Assets and resources are safeguarded.</p> <p>g) New projects secured from donors / funders.</p> <p>h) Functional Risk Management System.</p>
<p>Competencies Required</p> <p>a) Excellent leadership skills to effectively lead, manage, and grow the Finance function in Kilimo Trust.</p> <p>b) Strategic thinker that will support management and the board effectively.</p> <p>c) Outstanding verbal and written communications skills</p> <p>d) Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality of deliverables.</p> <p>e) Proven ability to make complex and time-sensitive decisions in the best interest of the organization.</p> <p>f) Must have outstanding analytical and problem-solving skills.</p> <p>g) Ability to work independently and as a team player with a high emotional intelligence quotient</p>
<p>Educational Qualifications and Experience Required</p> <p>a) Minimum of Seven years' experience in a Senior Management Finance Position in Non - Government Organisation.</p> <p>b) Experience of working with Regional Organizations is an added advantage.</p> <p>c) Qualified Accountant (CPA/ ACCA)</p> <p>d) Must be a member of the Institute of Certified Public Accountants of Uganda (ICPAU)</p> <p>e) Proven numeracy and financial analysis / planning skills</p> <p>f) Very good experience in proposal preparation and budget formulation</p> <p>g) Experience of strategy formulation and program planning processes.</p> <p>h) Understanding of donor financial policies and procedures.</p> <p>i) Experience in managing financials for USAID funded Programs is an added advantage.</p> <p>j) Experience in Grant Management</p> <p>k) Working experience of SAGE accounting system</p>

## How to Apply

If you are the right candidate, please send your application letter with the following:

- ✓ An up-to-date CV, highlighting relevant skills and experience (presented in relation to each of the Responsibilities and each of the experience areas listed above).
- ✓ The names and contacts of three referees and a daytime contact telephone number of each of them.
- ✓ Copies of Academic Certificate and Transcripts for O' level, A' level - where applicable, Under-Graduate, Post-Graduate and Professional qualifications
- ✓ The names and contacts of your immediate supervisor(s) in the current job and two of your immediate previous jobs.
- ✓ Your daytime contact telephone number; and
- ✓ A statement and proof of current remuneration package

Please submit your application documents electronically to [recruitment@kilimotrust.org](mailto:recruitment@kilimotrust.org)

Address all applications to The Human Resource & Administration Manager, Kilimo Trust.

Deadline for application: Friday 23<sup>rd</sup> April 2021

Only shortlisted candidates will be contacted