



for a living planet[®]

JOB DESCRIPTION

Position: Finance and Administration Officer –EU Energy project

Reports to: Project Manager and functionally to the Finance Manager

Supervises: N/A

Duty Station: Kampala

I. Mission of the Department: To ensure the development and implementation of the WWF Uganda EU Energy strategy to the highest standards.

II. Role Definition:

Review and monitor the implementation of organisational financial resources to support project implementation in line with WWF Field Office Manual and Project Management Guidelines.

III. Key Responsibilities

1. Provide technical support in budget preparation, monitoring and revision, periodic calls for funds, progress reporting meetings in line with the WWF guidelines.
2. Monitor the implementation of departmental work plans and budgets in line with WWF UCO objectives.
3. Prepare monthly budgeted expenditure Vs actual expenditure reports for project and core office funding for review by the Finance Manager in line with the approved budget limits and guidelines.
4. Prepare financial reports, review entries posted in the accounting system, analyze financial reports, bank reconciliations, and reconcile all balance sheet accounts in line with the WWF financial guidelines.
5. Review and monitor project expenditure requests against budget and cash flow to ensure sufficient balance in line with the approved budget limits and guidelines.
6. Prepare cash flow statements, cash forecasts to the Finance Manager for final analysis in line with WWF financial guidelines.
7. Review and monitor reconciliations for accounts payable ledgers to ensure all payments are made to relevant stakeholders in line with the WWF financial policies and regulations.
8. Provide technical support during external, internal audits and implement audit findings in line with the WWF UCO objectives and auditing standard guidelines.
9. Appraise and provide professional support to assistant accountants through constructive feedback, coaching and mentoring in line with the WWF human resources guidelines.

IV. Profile:

Required Qualifications

- A bachelor's degree (honors) in Finance or Accounting and a Masters degree in Finance, or Accounting or an MBA with accounting option from a reputable university.
- At least level 2 of ACCA /CPA.
- 5 years cumulative working experience in finance and accounting in a reputable NGO

Skills and Competencies

- Knowledge of budgeting, planning and reporting on donor funded projects. Good knowledge of administrative and accounting regulations and International Accounting Standards.
- Good IT skills mainly in Microsoft Office packages coupled with a strong understanding of Finance and accounting software's and knowledge of Oracle will be an added advantage
- Experience of working in a multi-cultural environment.

General and Technical Skills

- Leadership and Networking
- Coaching and capacity building/development
- Presentation and communications
- Teamwork and virtual support / coaching
- Planning, organisation, time management, facilitation, and coordination
- Fluency in written and spoken English

General Ability and Personality

- Working within tight deadlines
- Working both independently and in multidisciplinary teams, particularly in the implementation of cross-country activities and projects, and multi-donor programmes
- Detail-oriented
- Impartial and Patient

Working Relationships

Internal: Works closely with the Finance Manager, Programme Coordinators, Project Managers, M&E focal persons and the.

External: Coordinates and interacts with WWF ROA and WWF International finance colleagues. Liaises regularly with donors, implementing agencies and counterparts.

This job description covers the main tasks and conveys the spirit of the kind of tasks that are anticipated proactively from staff.