



Position Description

For HR use only
Date received:
Position number:

Position Number: TBD	Department Name: Finance and Operations
Title: Finance and Operations Manager	Department Number:
Reports to Position Number:	Cross Functional Report to Position Number:
Reports to Title: National Director	Cross Functional Reports to Title:

Funding:
 If this position is 100% funded by department funds, indicate yes here _____.
 If not, explain funding source(s) and terms of grant funding: _____.
 Attach [Funding Form](#) for any funding sources.

- Supervises:**
- Senior Accountant
 - Grants Accountant
 - Accountant
 - IT Support Officer
 - Administration Officer

For HR Use Only: FLSA Status: EEO Status: Mgt. Level:

Position Summary: In a few sentences or less, describe the purpose of the role. Avoid the use of gender specific pronouns (i.e. use the title in place of he/she).

Under the direct supervision of the National Director, the Finance and Operations Manager will oversee sound financial and operational management of the finance and operations function for Habitat for Humanity Uganda. The Finance and Operations Manager will be responsible for overall fiscal management, including budgeting and monitoring of project expenditures; financial reporting and auditing; forecasting expenditures; financial analysis; and maintaining and supervising project accounts, books of accounts, banking and financial operations, and all operations work. The position holder will advise the Management on all financial and operation aspects of HFHU and compliance to local laws and regulations.

- Financial Management and Reporting:**
- Develops and implements financial policies and procedures in the areas of budgets, cash management and forecasting, recordings of documentation and financial reporting for HFHU.
 - Ensures standard financial systems and controls are established and maintained to provide appropriate levels of security and controls over the organization's resources and operations and always ensure full and appropriate control of all HFHU cash.
 - Provides key support in the annual budget process including tools and resources, compilation, analysis, and support to budget owners (Departments).
 - Supervise the maintenance of the HFHU accounting systems and data, and the presentation of financial data for both internal managerial purposes and external statutory requirements.

- Success Criteria:** Indicate the metrics or other standards that will be used to measure success in this role.
- Well vested department staff in financial and accounting systems
 - Consistent updates to management on financial and operation matters.
 - Put in place operational systems for efficient workflow.
 - Annual Budgets and forecasts
 - Unqualified Annual external audits

- Post held transactions in SunSystems and ensures monthly reconciliations are carried out in an accurate and timely manner.
- Prepare and submit quarterly financial reports to HFHI Area Office within 15 days after the end of each quarter and within 30 days after year-end
- Prepare and submit monthly management reports to management and quarterly to the Finance and Audit Committee.
- Compile annual financial statements in accordance with the Generally Accepted Accounting Principles ("GAAP") under the historical cost convention
- Ensure all active grants have identifiable donor budget lines and all grant reports conform to the donor reporting requirements
- Report and update the donor grant dashboard monthly

Audits (External and Internal):

- Coordinate the planning, preparation, and completion of HFHU Audits in line with HFHI external audit policy whilst ensuring that all timelines are met.
- Review External Audit management letter recommendations with various departments and monitor to ensure that outstanding audit management issues are resolved in a timely manner, updating management and the Finance and Audit Committee of progress.
- Review internal audit reports of HFHU and work with management in resolving issues identified by the Internal Auditors and HFHI Internal Audit Department (IAD).

Financial Planning and Budgeting:

- Lead in the development of HFHU annual plans and budgets.
- Reviews all budgets for consistency within existing/planned business activity, account/project/fund codes and fund accounting practices.
- Highlight significant variances and cash management issues to the Programs Department.
- Coordinate completion of HFHU monthly, quarterly and financial forecasts.

International Transfers:

- Review and submit for approval to the National Director all international transfer requests.
- Ensure all transfers are tracked and reported accurately as often as possible and submit an international transfers reconciliation to the Area Office
- Monitor movement of the Fund Balance and reconcile with the monthly international reports

Board Relationship Management:

- Prepare and submit quarterly financial performance reports to the Finance and Audit Committee/Board



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Manage the Payroll Administration System and Procedures

- Review the accuracy and completeness of payroll data
- Ensure that statutory deductions are remitted to the government in a timely and consistent manner, including proper reconciliation of payroll related ledger accounts
- Ensure all required payroll reports (personal income tax, benefits and insurance) are filed with respective authorities.

Policies and Safeguarding:

- Ensure awareness and compliance with policies & procedures during the role out of financial transactions.
- Conduct quarterly reviews of the effectiveness and efficiency of internal controls.
- Ensure safety and risk-free financial operations across HFHU programs.
- Promote the creation of a safe, inclusive, and diverse work environment.

Capacity Building, Collaboration and Communication

- Coordinate and facilitate training sessions to enhance the skills of finance and operations staff in areas such as budgeting, financial reporting, or compliance.
- Provide on-going advice and feedback on staff performance.
- Assist in recruitment process of key positions at NO level
- Foster strong communication in the finance and operations department to ensure alignment and understanding of financial goals and constraints
- Act as a liaison to facilitate collaboration on cross-departmental initiatives that require both financial and operational expertise

Operations, Risk Management and Information Technology

- Evaluate existing operations processes and workflows to identify inefficiencies.
- Recommend and implement process improvements to streamline operations and reduce costs.
- Support the development of financial and operational policies that govern operations functions to ensure compliance and proper governance.
- Facilitate training on new policies and procedures to ensure understanding across the Operations team.
- Identify financial and operational risks within the Operations department and develop strategies to mitigate those risks
- Ensure compliance with relevant regulations and organizational

policies.

- Work closely with the IT Consultant, ensure well-coordinated IT Infrastructure and assets management and usability.

Manage the procurement function and processes

- Have managerial oversight over the procurement process in ensuring that all procurements for the organization meet the standard of prudence, cost, accountability and fairness.
- Advise management on procurement processes of required assets through a transparent and accepted procurement system
- Ensure adherence to organizational procurement policy and maintenance of proper documentation during all procurement processes.

Perform other functions that maybe assigned from time to time.

Education, Qualifications, and Experience: (briefly describe the **minimum** education and/or experience required

Minimum Required:

Qualifications

BA in accounting or Management from a recognized University or any of the following professional qualifications: ACCA, CPA, CIMA

Master's degree will be an added advantage.

Experience

At least Seven years of INGO experience in financial administration, out of which three years must be at Senior Manager level

Skills and Knowledge

- Good analytical and conceptual skills to plan and monitor budgets against actuals
- Operations experience in a busy environment
- Good computer skills, including familiarity with Financial Software packages (i.e., SUN Systems, etc.), Microsoft Word and Excel
- A practical, solution oriented pragmatic person able to exercise initiative and sound judgement, who will work at every level to get the job done.
- Capacity to train staff and to supervise financial management in the field
- Strong team leader, capable of managing a team in a dynamic environment
- Fluency in English and local languages
- Flexible approach to managing and prioritizing a high workload and multiple tasks in a fast-paced environment with tight deadlines
- Good communication skills
- A willingness to communicate and affirm the principles of Habitat for Humanity Uganda.

Preferred:

- Demonstrate traceable experience in leading and managing organization finance functions (Not a project/program Finance Manager)
- Track record of engaging with Finance and Audit Committees and Board of Directors



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- Strong knowledge and proficiency with Microsoft Office Suite; SunSystems
- Strong interpersonal and financial management skills and the ability to cultivate relationships with and communicate effectively with all donors, volunteers, and other stakeholders
- Knowledge of procurement processes and procedures
- Knowledge of regulations and requirements of International non-governmental organization is advantageous

Active support of HFHI Values:

- Humility – We are part of something bigger than ourselves
- Courage – We do what’s right, even when it is difficult or unpopular
- Accountability – We take personal responsibility for Habitat’s mission

Safeguarding: HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct.

Fiscal and Organizational Responsibilities – Describe financial and organizational responsibilities.

\$__ of the budget \$__ of revenue \$__ other (please describe) _____

Organizational Level(s) Impacted (e.g. Area Office Staff, National Directors, HFHU Staff, etc.):

Planning, Leadership, and Policy Level Impact (e.g. helps develop department strategic planning, sets HFHI-wide policies, etc.):

Partnerships – Internal (cross-divisional, etc.) and **External** (corporate, governmental, other NGO’s, etc.):

- **Internal** – National Director, Senior Management Team, and Board of Directors.
- **External** – Partners, Contractors and Donors.
- Nature of leadership provided to others – advisor, leadership

Working Conditions, Requirements, etc. – Describe work setting (e.g. typical office setting, remote/home office, construction).

- **Extended working hours when needed**

Location: Kampala, Uganda (National Office)

Travel Expectations: International 5% Domestic 20% Percent of time spent traveling:

Will the individual in this role typically work with children or HFH beneficiaries (_____ Yes / No)?

Form submitted by:	Date:
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