

# LINK COMMUNITY DEVELOPMENT INTERNATIONAL



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| <b>Job Title</b>      | Finance and Administration Manager |
| <b>Hours</b>          | Full-time                          |
| <b>Accountable to</b> | Programme Director                 |
| <b>Location</b>       | Kampala, Uganda                    |

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## ABOUT LINK COMMUNITY DEVELOPMENT

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Link Community Development Uganda (Link Uganda) works to improve access to and the quality of education in Uganda. Since 2000, we have delivered community-based school improvement projects focused on those suffering the highest economic, social and educational marginalisation. We work closely with the Government of Uganda, have delivered our innovative School Performance Review in over 500 schools and have supported teacher training in local languages. Our ambitious new programme is exploring the current Ministry of Education school improvement processes and will contribute to the development of a strategy for future design.

Link Community Development is a family of organisations working in Uganda as well as Malawi, Ethiopia, Rwanda and Ghana. Link Community Development International, based in the UK, provides support with programme and finance management, governance, communications and fundraising.

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## JOB PURPOSE

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The Finance and Administration Manager (FAM) is a member of the Link Uganda Senior Management Team. S/he is responsible for management of the overall financial and administrative functions of Link Uganda. The FAM is expected to generate all required financial and administrative reports in an accurate and timely manner for approval by the Programme Director. S/he also supervises and manages the finance and admin department in support of achievement of Link Uganda's goals.

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## INDICATIVE AREAS OF KEY RESPONSIBILITIES

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- Prepare/review staff monthly payroll sheet and submit to the Programme Director for approval
  - Supervise and review the monthly preparation and reporting of bank and petty cash reconciliations
  - Supervise the accurate posting of transactions to the QuickBooks accounting system on a weekly basis
  - Prepare the budget vs. actual report every month
  - Oversee government income taxes are correctly deducted and paid on time
  - Ensure all payments follow the approved procedure – e.g. are supported by a payment request form and original invoices/approval-mails
  - Ensure all purchases follow the approved procedure – e.g. initiated using the purchase request form and only made by the authorised person with prior approval
  - Oversee that proforma and bidding documents are in accordance with Link Uganda's policies
  - Develop and maintain COA and financial management mechanisms and templates that facilitate accurate financial planning and reporting
  - Assist Programme staff and Director in budget formulation and development
  - Work closely with Programme Director and IPFM on financial reports and compliance (including for donors)
  - Ensure accurate and up-to-date transaction list, ledger and trial balance, fixed asset register, account reconciliations and year-end adjustments are completed and availed to auditors for examination
  - Ensure reconciled monthly stock balance report as part of stock inventory management
  - Ensure that an accurate and up-to-date fixed asset register is maintained and monthly report is received
  - Monitor implementation of Finance Manual and Employees' Handbook, suggest appropriate updates to the policy and/ or procedure documents and lead on periodic reviews
  - Ensure proper management of employment contracts; this includes renewal and/or termination of employment contracts
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## PERSON SPECIFICATION

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### EXPERIENCE AND QUALIFICATIONS

#### *Essential*

- An undergraduate degree in Commerce/Accounts, Economics or Business Administration.
  - At least 3 years' experience working in a Finance related role in the public/private sector
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### SKILLS AND ATTRIBUTES

#### *Essential*

- Advanced skills in MS PowerPoint, Excel and Word
  - Excellent skills in commonly used accounting packages (e.g. Quick Books)
  - Financial data analysis skills
  - Initiative and enthusiasm
  - Excellent written and spoken English
  - Strong interpersonal and management skills
  - High level of professional and ethical conduct
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## APPLICATION NOTES

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- Please send a completed **APPLICATION FORM** and **Equal Opportunities Monitoring Form** to [Cordelia@lcd.org.uk](mailto:Cordelia@lcd.org.uk) with the subject line "Finance & Admin Manager Application"
    - The Application Form and Equal Opportunities Forms are available here: <http://www.lcdinternational.org/jobs-volunteering>
  - The closing date for applications is **5pm on Friday 9<sup>th</sup> February 2018**
  - Only shortlisted candidates will be contacted
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