National Union of Women with Disabilities of Uganda (NUWODU) is an indigenous women-led Disabled Peoples Organization. It is an umbrella Organization that was formed in 1999 with the overall purpose of bringing together all categories of girls and women with disabilities including the physically, sensory and mentally impaired women.

NUWODU provides a strong voice for a common cause, particularly to defend, protect and promote the rights and advocate for equal opportunities for Women and Girls with Disabilities.

NUWODU works to advance the rights of Women and Girls with Disabilities including advocating for their inclusion in development programs.

**VISION:** A society where Women and Girls with Disabilities live dignified lives.

**MISSION:** To promote the political, economic, social and cultural advancement of Women and Girls with Disabilities through advocacy for their effective participation in development.

NUWODU invites suitably qualified individuals to fill the following position within the organization:

**Finance and Administration Manager**

**Purpose of the Job:** The Finance and Administration Manager will be responsible for providing financial and Administration management support to NUWODU. She/he will manage the day-to-day financial and administration operations of the organization.

The Job holder is responsible for budgeting, ensuring internal control systems and review of on-site financial accounting and bookkeeping systems required to assure the integrity and effective performance of NUWODU’s financial operations.

The job holder will actively participate in the development, adaptation or implementation of financial and administrative systems to ensure optimal support to NUWODU.

The position supervises Finance officers, Finance assistants and administrative staff.

Above all; she/he will be expected to participate in proposal development and fundraising events for the organization.
Reporting Chain
The job holder will report directly to the Executive Secretary and she/he will be a member of Senior Management.

Duties and Responsibilities

1. Finance and Accounting:

- To prepare quarterly management accounts and projections and other relevant reports, in consultation with the Executive Secretary and other departments, for presentation to the Board of Directors and Donors.
- To prepare the year-end financial accounts for audit and to liaise with the Auditors prior to sign-off.
- To liaise with Revenue Authority to Customs & Excise and the Auditors, and ensure completion of required Uganda Statutory obligations.
- Examine financial documents such as payroll, vouchers, invoices, delivery notes, purchase orders and other documents to ensure the completeness, accuracy, and validity of financial data before payments are made.
- Keenly monitor disbursement of funds from the project bank account(s) to ensure compliance with donor guidelines and NUWODU’s financial policies and procedures.
- Manage day-to-day cash needs, travel requests, payments, procurement, contracts, grants and processing invoices, operation systems, policies and procedures, consultant, and travel and logistics.
- Keenly review petty cash register and carry out periodic surprise cash counts
- Regularly review of QuickBooks monthly financial reports conduct bank reconciliation and perform monthly closing processes.
- Support Program Staff to develop annual operational budgets and review for accuracy, reasonability, completeness and donor compliance.
- Develop proposal budgets for review by the Executive Secretary in accordance with donor requirements.
- The Finance and Administration Manager will monitor program expenses by ensuring timely preparation of expenditure reports, accruals and projections and burn rates on a monthly basis.
- Review and ensure compliance with the existing internal control systems to ensure financial integrity at all times; identify weaknesses and recommend corrective actions as per the NUWODU's financial procedures.
- Provide supervision, guidance and mentorship of staff and ensure team spirit within the finance and administrative teams. Also work with other program departments to ensure optimum support and linkages.
2. Administration:

Office Management: Provide oversight on office management policies, procedures, processes and systems to ensure optimal support in the office. Provide regular feedback and resolution of office management issues.

Information Technology: Support and Supervise the IT Assistant to ensure IT requirements are met for both staff and program needs.

Safety and Security: Work with the security firm and person in charge of security to ensure regular updates and training are provided to staff and overall preparedness for NUWODU.

Travel and Transport Systems: Ensure proper utilization of vehicle fleet, fair allocation of transport and tracking of vehicle use in line the policy

Qualifications
The ideal candidate should preferably hold a Bachelors’ degree in Accounting, Finance or Business Administration. Possession of a Master’s in Business Administration is an added advantage. Professional accounting qualification ACCA, CPA (U) or equivalent is desired

Experience
- At least 5 years of relevant experience in Finance or Accounting at Supervisory or Management level
- Have practical experience in QuickBooks accounting package
- Previous supervisory experience in office administration.
- Familiarity with USAID, UN and EU regulations is essential.
- Experience with NGO is required.
- Demonstrated budgeting, budget monitoring and financial reporting skills
- Demonstrated skills in proposal development

Procedure for submission of application

All applicants are to submit their CVs and Motivation letters ONLY addressed to;
Chairperson Personnel Committee,
National Union of Women with Disabilities of Uganda
Plot 2015 Kisaasi Kyanja Road,
P.O BOX 24891 Kampala
Or email to nuwodu@gmail.com, cc: shanah3000@gmail.com

Clearly mark the position you are applying for

Deadline: 8th February 2019 at 5:00PM
NUWODU is an equal opportunity employer; suitably qualified Women/Girls with Disabilities are encouraged to apply