

Title:	Finance and Records Manager
Location:	S.A.L.V.E. International Uganda (Jinja District) – Based at our head office in Namulesa
Job purpose:	<ul style="list-style-type: none"> - To oversee and do the accounting, departmental budget submissions and accountability of the money used in Uganda to deliver S.A.L.V.E.'s programme. - To analyse the accounts (budget versus expenditure). - To use money wisely and account for it properly in line with the organisation's financial system. - To help S.A.L.V.E. to improve its efficiency and make savings in its expenditure where possible. - To support the Ugandan team to check quality of Monitoring and Evaluation reports and support the wider team in improving their reporting both in paper files and on the computer as needed. - To give extra support the records of our educational support programme in particular. - To monitor and keep the records of the organisation to a high standard. - To raise awareness and support for the work of S.A.L.V.E. International in Jinja and Uganda as a whole. - To support other members of the S.A.L.V.E. team in their roles as needed with advice or assistance to ensure the overall aims of the organisation are met.
Key Activities:	<p>The following activities are intended as a guide to the main responsibilities of the post and are not an exhaustive list of duties and tasks. The post-holder may be required to undertake other duties that are not listed below, at the direction of their manager. The job description may be amended from time to time after consultation with the post holder.</p> <ul style="list-style-type: none"> - Ensure that realistic budget requisitions are being submitted in time and to a high quality for all departments. - Oversee accountability of money that is given out to various staff and departments of S.A.L.V.E., questioning and correcting mistakes to ensure we have high quality financial records. - Collect receipts and check them against accounts for accuracy. - Flag issues in financial accountability to management as soon as they occur. - Suggest ways to improve and strengthen the financial system of the organisation. - Train staff and volunteers of the organisation to do their finances properly. - Hold finances safely for the organisation when needed to, to be dispatched as agreed with management. - Check expenditure against actual spend and share analysis with management and other staff as needed for financial improvement. - Organise the records of the organisation into an easy to follow system so that information can be quickly and effectively located when needed. - Receive department's monthly monitoring reports and provide feedback to improve quality of reporting before submitting to Ugandan management for a final check. - Manage the Finance and Records Officer - Ensure the work you are assigned is completed on time and to a high standard.
Attainments	<p>In order to be considered for this post you will have to demonstrate that you already have:</p> <ul style="list-style-type: none"> • Honesty and integrity <p>Experience</p> <ul style="list-style-type: none"> • Financial management experience. • Experience and a track record of quality record writing and organising. • Experience of using computers and various IT programmes quickly and accurately. • Experience in budget preparation, analysis and summary report writing. • Proven commitment to relationship management and team work. <p>Qualifications</p> <ul style="list-style-type: none"> • Educated to a degree level or above in accountancy, financial management or business administration majoring in accountancy. • Have attended relevant financial and IT courses and training modules. <p>Skills</p> <ul style="list-style-type: none"> • Excellent administration, computer skills and time management skills. • Excellent forward planning and implementation skills. • Ability to work well with other team members. • Strong people management skills to bring out the best in others. • Excellent accuracy of work and attention to detail and quality. • Proven ability to monitor budgets, both income and expenditure, and to analyse results. • Excellent organisational skills to keep records tidy and systematic. • Able to work on own initiative, under pressure and to tight deadlines. • Excellent communication skills to be able to communicate complex information understandably. • Strong ability to train others in the team to use the financial system effectively. • Strong analytical mind who likes making systems more efficient.
Salary	<p>This is a full time management role and will be paid as such according to the organisation's salary scale. The salary will be 665,000 Ugandan shillings per month during probation (which is 553,000 after PAYE is deducted). If the probationary period is successfully completed this will be 902,000 including staff PAYE, NSSF and organisational NSSF (this is 631,000 after deductions per month).</p>

