

Naguru Teenage Information and Health Centre

Finance Officer – Job description

Job Title:	Finance Officer		Prepared: November,2021
Directorate:	Finance	Job Family:	Finance
Reports to:	Finance Manager	Grade:	NTIHC - O
Location:	Naguru Teenage Information Health Centre (NTIHC)		
Direct Reports:			
Job Role			
Role Overview:	To verify, process transactions, monitor, report and maintain financial data/information, ensure staff compliance to the finance policies and provide technical support to NTIHC IPs and staff in line with NTIHC policies, International accounting standards and other statutory requirements and Best practices		
Accountabilities			

Key Result Areas	Duties & Responsibilities
<p>1. Verify authenticity of payments and accountability documents and process financial transactions for NTIHC in line with NTIHC policies, International Accounting Standards, statutory requirements and Best practice</p>	<ul style="list-style-type: none"> • Check the arithmetic and coding accuracy, completeness, consistency of support documents and compliance with tax regulations and other guidelines of all payment vouchers • In consultation with staff (QUERIES) Check the arithmetic and coding accuracy, completeness, consistency of support documents and compliance with tax regulations and other guidelines of all staff accountabilities and Summarize accountability details by filling in the JV form • Write, update the relevant records, ensure approvals and issue cheques • Issue cash and update cash position • Upload payments on web banking, update the cash position and follow up their approval

<p>2. Update the NTIHC accounting systems and Maintain accurate up to date financial records in line with NTIHC policies, International Accounting Standards, statutory requirements and Best practice</p>	<ul style="list-style-type: none"> • Receive and Record all funds received directly and monitor the bank accounts online for any direct credits • Review, attach receipts, Stamp and File all vouchers and JVs • Input all payments, Accountabilities and receipts into the NTIHC financial software
<p>3. Analyze, monitor and Reconcile financial records, in line with NTIHC policies, International Accounting Standards, statutory requirements and Best practice</p>	<ul style="list-style-type: none"> • Receive and file all monthly Bank statements, Perform reconciliation and produce bank reconciliation statements • Make reference to vouchers and JVs and reconcile all debtor, creditor and control accounts- including consultations with other unit Finance staff for IP transactions • Generate reports on relevant codes and share with staff and line Manager and recommend corrective action • Respond to staff queries on the report • Perform cash counts, report, request and Withdraw and bank cash and cheques-banking • Respond to staff , management, partner and supplier queries through Emails and Telephone

Role Dimensions	
<p>This role influences outcomes directly and clearly controls the accounting activity for NTIHC. In turns the result of the area/ function directly contributes to the proper work flow of the organisation and its cumulative performance.</p>	
<p>Financial (limits/mandates)</p>	<p><i>To manage cash flow between NTIHC and its staff and partners.</i></p>
<p>Direct departmental budget:</p>	<p>No</p>
<p>Organisation-wide expenditure</p>	<p>No</p>
Key Relationships to reach solutions	
<p>Internal (to NTIHC or team)</p>	<p>External</p>
<p>NTIHC Management, all NTIHC staff</p>	<p>Donors, Partners and Contractors.</p>

Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • A Bachelors degree in Commerce, Business Administration, Financial Management or Accounting from a recognized university, Part CPA, ACCA
Essential Experience	<ul style="list-style-type: none"> • A minimum of two years working experience in accounting and finance preferably in an NGO sector
Essential Knowledge	<ul style="list-style-type: none"> • Donor financial accounting procedures • GAAP, IAS/AFRS accounting requirements and budgeting • Word, Excel, financial information systems, vision excel and executive, as well as database and accounting packages. • Tax laws and systems in Uganda • Operations of sub grant partners/community based organizations
Essential Skills	<ul style="list-style-type: none"> • Budgeting and budgetary control • Analytical skills • Asset/inventory management • Capacity building skills • Communication and networking • Proven integrity • Interpersonal skills

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.