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| Job title: | **Programme Finance Officer** | | |
| Job family: | Roles within this job family develop, manage and support delivering financial aspects of the programme with specific focus on project(s), through both direct delivery and coordination with field-based staff and external organisations, supported by colleagues who provide the necessary professional, technical and operational services required for the effective and sustainable delivery of Ripple Effect’s programme within Africa. | | |
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| Dept./Team: | Programmes | | |
| Reporting to: | Finance and Administration Manager | Location: | Kampala |

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| Job purpose: |
| Provide financial support to project staff including regular review meetings where the postholder shares project finances and highlights any issues. Oversee the process of making payments for the project activities in accordance with budgets. Take the lead in the provision of financial-related information to donors in line with their requirements. |

* Conduct monthly review meetings with project staff where the postholder shares project finances and highlights any potential issues. These might include under / overspends, spend out of line with budget or donor requirements, incomplete information etc.
* Prepare accurate and timely financial reports to management and donors, highlighting any issues with project staff.
* Provide technical support to project staff in preparation of budgets in line with Ripple Effect and donor requirements. These budgets would be fully costed project budgets which the postholder would need to understand and be able to explain the financial implications to management eg contribution to existing costs, new costs, matching requirements, cash flow etc.
* Work with the Ripple Effect funding team to develop project proposals for donors and advise Ripple Effect management on financial implications
* Receipt of project payment requests from project and head office staff. Checking of those requests against budgets and passing on to other staff for further processing.
* Control and receipt of accountability documentation from project staff to support cash advances. Checking of that information for budgetary provision and correct coding and follow up of any queries.
* Carry out regular visits to field offices to audit financial and administrative systems applied within projects and provide support and guidance to project staff in their financial responsibilities.
* Be responsible for budgeting, monitoring and control of project administrative expenditure, ensuring all transactions are in line with policy.
* Support the project teams in executing the project related procurement functions as per the laid down Ripple Effect guidelines
* Provide training and technical support to the project staff in respect of their financial responsibilities and functions
* Ensure that project assets and inventory systems are maintained per Ripple Effect policy.
* Provide support with the management of sub-grantee portfolio by reviewing monthly financial reports, discussing any variances, ensuring compliance with donor and Ripple Effect policies and with any legal & regulatory provisions, and following up on any review action plans. Build the capacity of the subgrantee per the project objectives & plans.
* Provide support with the supervision of the field-based Project Finance Assistant

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| Learning & skills |
| A bachelor’s degree, with a major in Accounting and/or a full professional qualification in A.C.C.A, CPA, CIMA or equivalent. A full/partial professional qualification in ACCA, CPA or equivalent is desirable. |
| Creativity & reasoning |
| The role requires a good understanding of the programme activities and how these relate with the accounting and budgeting function. |
| Communication & interaction |
| The role requires clear communication skills. One should be able to clearly communicate to the staff on financial matters and to support staff in understanding financial policies and procedures. The role also will involve communicating with other stakeholders including donors, partners, vendors and service providers. |
| Stewardship |
| The role should have a good level of computer literacy and demonstrated ability to capture data/information using different advanced computer software, produce computer-based reports, read and interpret financial information and interact and respond appropriately to the donor, head office and other Ripple Effect countries through IT media |
| Judgements & actions |
| The role works within broad guidelines that include facilitating the project staff and coordinating with the head office, donor and sub-grantee, and thus should be able to plan their time accordingly to ensure all areas are supported. The role involves high level of interaction with staff and other project actors for effective technical and advisory role.  One should clearly understand the relationship between the project activities and the budget, and the variances that arise from this relationship, and to ensure that expenditure is within budget, and to be able to relate any variances to future activity and budget reforecasts. |
| Working environment |
| To enhance close supervision, the role requires occasional travel to the field, support the Mbarara office and staff located in the other project district sites on financial matters. The role will involve occasional field trips to better understand the programme activities, but also to ensure that financial policies are being followed by staff and partners.  The role will involve interacting closely with the Project Manager on financial and programme matters, and also working with other finance staff based at the head office. |

Key accountabilities:

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|  | Job Title: | **Programme Finance Officer** | | |
| Contract Type: | Fixed term | Hours: | 40/week |
| Location: | Kampala | Days: | 5/week |
| Salary: | *To be determined* | | |
| Dept. / Region | Finance & Administration | | |

**Role & Person Specification**

**Organizational context**

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| **Personal competencies and talents** | **Status** |
| **Education/Qualifications**  A bachelor’s degree, with a major in Accounting and/or a full professional qualification in A.C.C.A, CPA, CIMA or equivalent.  A full/partial professional qualification in ACCA, CPA or equivalent, or a post-graduate qualification in a relevant field is desirable.  **Experience**  A minimum of three years’ post qualification experience.  Internal Control Procedures. Experience in communicating financial matters, especially to non-finance staff. Sub-grantee/partner portfolio management.  **Skills/Abilities**   * Computer skills and knowledge in Microsoft Excel, Word, PowerPoint, and any accounting packages * Knowledge of generally accepted accounting principles and internal control procedures. * Report writing skills * Good networking skills * Excellent interpersonal skills * Full understanding of all technical aspects of the Ripple Effect programme * Strong people management ability * Numerate * Good communication and presentation skills * Team player * Excellent interpersonal skills * Able to communicate basic financial matters, especially to non-finance staff   **Personal Qualities**  Have empathy with Ripple Effect’s Christian foundation and core values   * An initiator and self-driven * A team leader, builder and developer * A broad and mature thinker * A strategic thinker with an eye for detail * Creative and innovative * A team player. Flexible. * Understands the importance of confidentiality especially for data. | Essential    Desirable  Essential  Desirable |
| * Experience in NGO work. * Experience in using PS Financials or other accounting software * Experience in use of online banking * Experience working in a role that supports other (field) offices | Desirable |