



JOB OPPORTUNITY - DIRECTOR FINANCE AND ADMINISTRATION (DFA)

Organization: The Uganda Association of Women Lawyers, FIDA Uganda

Job Title: Director Finance and Administration

Reports to: Chief Executive Officer

Supervises: Finance, Administration and HR staff

Background:

The Uganda Association of Women Lawyers, FIDA Uganda is an NGO that promotes and defends human rights with an emphasis on women and children as beneficiaries. FIDA Uganda was formed in 1974 as the Uganda chapter of the International Federation of Women Lawyers with a primary objective of promoting the professional growth of its members and helping women access their rights. The FIDA Uganda Head office is located on Plot 4, Robert Mugabe Road, Mbuya, Kampala district.

Job Summary: The Director Finance & Administration is a key member of FIDA's Senior Management Team – with the overall responsibility of overseeing, directing and managing finances, Human Resources and Administration.

Main Duties and Responsibilities;

- To ensure compliance with Multiple Donor financial reporting requirements
- To Oversee the timely and quality preparation of period ended financial reports as need by Management, Board, and the Donors.
- To provide information needed for the institutional and donor audits and avail appropriate responses to the issues raised therein.
- To safeguard the finances and assets of FIDA Uganda.
- To ensure organizational compliance to statutory obligations.
- To strengthen FIDA Uganda's Institutional framework and capacity to champion socio-economic justice for women and gender equality.
- Develop and implement user friendly policies and procedures that promote transparency, accountability and provide effective (internal) customer service.
- As member of the Senior Management team, participate in strategic and operational planning and budgeting, ensure that the organization has sufficient resources to accomplish its goals
- Oversee and lead annual budgeting and planning process in conjunction with the CEO and Director of Programs.
- Ensuring the financial viability of FIDA Uganda.
- To Direct the Human Resource function of the organization including recruitment and selection, performance management, grievance procedures, discipline, policy development and implementation, payroll and benefits administration, temporary staffing requirements, etc.



- To ensure that the physical work environment provided to FIDA staff is safe, secure and conducive.
- To plan for an effective and functional administrative system and procedure as well as devise ways to streamline and operationalize them.
- Responsible for facilities management, inventory control and procurement with attention to budgetary constraints
- Lead the Finance & Administration team in a manner that empowers them to deliver excellent customer service and high standards,

Personal Specifications;

- Bachelor's degree in Accounting, Finance, Business Administration or any other related field. Master's degree is preferred.
- Must possess ACCA or CPA certification
- Minimum of 10 years of experience in a similar role.
- Strong project management experience (projects with multiple deliverables & deadlines)
- Prior experience in supervising, coaching and mentoring a team of subordinates.
- Experience in using Quick books
- Strong writing and reporting skills
- Strong Interpersonal and leadership skills
- Attention to detail and good analytical and problem-solving skills
- Ability to think strategically, anticipate future consequences and trends and incorporate them into the organizational planning.

How to Apply;

Candidates with the necessary qualifications and experience should submit their application letters and updated CV to HR department at tkarumba@steadmanglobal.com and copy hrdepartment@fidauganda.org by **22nd January 2021 at 5:00pm, only shortlisted candidates will be contacted.**