

**YSAT JOB ADVERTISEMENT REF: YSAT/UG/AD/CFA/2024/004**

<b>Job Title:</b>	Finance & Admin Officer
<b>Duty Station:</b>	Adjumani Field Office - Pakelle
<b>Reports to:</b>	Project Manager
<b>Opening &amp; Closing Date:</b>	23 <sup>rd</sup> August to 10 <sup>th</sup> Sept 2024
<b>Employment Category:</b>	Regular (Full Time)
<b>Expected Start Date:</b>	As Soon as Possible
<b>Contract Duration:</b>	24 Months (Possible Extension)



**Organization Background:**

**YSAT** - Youth Social Advocacy Team is a refugee youth-led non-profit organisation whose core mandate is to **support conflict affected youth** by tackling barriers to accessing quality education, sustainable Livelihoods and addressing root causes of violent conflicts to promote peace and self reliance for refugees and vulnerable host communities in Uganda using our own experiences as refugees.

**YSAT** has been legally registered to operate in Uganda with National Bureau for Non - Governmental Organizations Reg. **No.4743** as a regional NGO with thematic focus areas in: Community Based Protection, Food Security and Livelihoods, Education in Emergency, Environment & Energy, Evidence-based research and Advocacy spread across the districts of; Terego (Imvepi), Madi-Okollo (Rhinocamp), Adjumani with HQ based in West Nile, P.O. Box 661 Arua, Uganda.

YSAT is seeking a competent **Finance & Admin Officer** for the Uganda Refugee Resilience Initiative (**URRI**), a 4.5-year project with funding from the Royal Danish Embassy to enhance climate resilience of women, men and youth in refugee and host communities and promote inclusive, cohesive, and environmentally sustainable development in refugee-affected areas in line with local priorities. **URRI** project will be implemented in Adjumani, Lamwo and Kyegegwa districts targeting both host communities 65% and refugees 35%. The project will be implemented in a Consortium led by Save the Children, World Vision Uganda, AVSI Foundation, Youth Social Advocacy Team (**YSAT**), Kabarole Research Centre (KRC), Uganda Network on Law Ethics and HIV/AIDS (UGANET) and Response Innovation Lab (U-RIL).

The project has 3 outcome areas: (i) Enhanced climate adaptation and resilience for women, men and youth in refugee and host communities through inclusive climate-smart agriculture, (ii) Sustainable management of the environment in refugee-affected areas through inclusive interventions leading to enhanced conservation of natural resources, biodiversity, ecosystem services, and productivity, and (iii) Enhanced gender equality and women's empowerment and rights among refugees and host communities in relation to agriculture, climate change adaptation and sustainable management of the environment. The **Finance & Admin Officer** will lead implementation of Livelihoods and Economic Empowerment activities under URRI Project.

**Purpose of the position:**

The Finance and Admin Officer will manage the project accounting and financial controlling of YSAT Adjumani office. He/she will be in charge of financial administrative tasks to effectively manage the project funds and accounting works. The officer will contribute to budget development by working with project teams, He/she will support the project manager in handling project funds by providing necessary information and input from Finance manager.

**Duties and Responsibilities**

**1. Financial Management:**

- Ensures that the project funds are correctly managed according to YSAT financial policy and donor requirements ensuring that all payments are properly recorded with project codes and complete authorization of Budget Holder as per YSAT delegation of Authority



- Reviews procurement requests and contracts to ensure availability of funds and compliance with approved procurement regulations and best value for money.
- Ensure that monthly bank reconciliations for all Bank accounts are prepared on regularly basis.
- Assist Finance Manager in tracking of all balance sheets accounts on monthly basis
- Support internal and external audits as well as donor spot checks.
- Prepare accurate cash books and reports as shall be reviewed by Finance Manager
- Review voucher files for completeness and ensures that they are forwarded to the Project manager and the Finance manager for signing.
- Informs the Finance manager and Director of programs on regularly basis on the availability of funds in the bank.
- Maintain Asset & liabilities monthly schedules & reconciliations & ensure that all balances are reconciled with Bank and financial accounting systems.
- Ensure that daily financial matters are handled in a systematic, accurate and transparent manner.
- Monitor cash & bank flows on daily basis and maintain close coordination with financial institutions to ensure smooth cash flows.
- Safeguard YSAT project funds/cash from assessed / known risks.
- Prepare and manage the budget, including monitoring expenses and revenue, forecasting financial trends, and analyzing financial data.
- Process financial transactions, such as accounts payable, accounts receivable, payroll, and reimbursements, ensuring accuracy and compliance with financial policies and procedures.
- Maintain complete books of accounts, financial records, including ledgers, journals, and financial statements, and perform regular reconciliations.
- Assist in financial planning and decision-making processes, providing insights and recommendations based on financial analysis.

## **2. Administration and Operations:**

- Provide administrative support to various departments, including managing correspondence, scheduling meetings, and maintaining office supplies and equipment.
- On monthly basis follow-up prepayments (like rent, Internet service etc.) and manage schedule on Financial software system (Quickbooks/Odoo ERP).
- support travel arrangements and logistics for staff members, including booking flights, accommodations, and transportation.
- Assist in procurement processes, including vendor selection, contract negotiation, and purchase order management.
- Support a safe and efficient working environment.
- Support human resources functions, such as maintaining employee records, preparing employment contracts, and assisting in the recruitment process.
- Work Closely with Admin & HR Assistant in preparing Adjumani Field Office staff payroll on a monthly basis.

## **3 Compliance and Risk Management:**

- Ensure compliance with financial regulations, reporting requirements, internal control procedures.
- Assist in preparation of grant proposals, financial reports, and audits for funding agencies
- Assist Finance Manager to strengthen internal controls & internal controls environment in Adjumani Field Office
- Ensure appropriate segregation of duties for each & every financial management task.
- Escalate any noted financial risks / fraud activities directly to Finance Manager and Executive Director.
- Identify financial risks and implement appropriate measures to mitigate them.
- Stay updated on financial and administrative best practices, industry trends, and regulatory changes, and recommend improvements to enhance operational efficiency and effectiveness.
- Work with HR to ensure complete staff onboarding and up-to-date filing system

## **4. Capacity Enhancement**

- Closely work with Consortium Finance Lead to fully understand financial & compliance aspects of URRP Project
- Maintain working relationship with URRP Consortium partners, Field Office staff & Head Office Finance team to ensure smooth financial implementation of URRP
- Train/orient project staff on appropriate financial management and compliance practices for non-financial staff



- Orient staff on Donor guidelines and required financial management practices
- Orient staff on financial policies, checklist, anti-fraud etc.
- Reporting, Documentation and Filing
- Prepare financial reports, including monthly, quarterly, and annual financial statements, and present them to management for review and decision-making.
- Ensure that project staff understand URRI financial management procedures and arrange on / off job trainings to grow skills in the Field of financial management.

#### Desired Qualifications/Skills/Experiences

- At least a bachelor degree in Finance, Accounting, Business Administration, or a related field.
- At least a professional certifications e.g CPA Level II
- At least 4 years of proven experience in financial management, budgeting, and financial analysis.
- Strong knowledge of accounting principles, financial regulations, and best practices.
- Proficiency in using accounting/financial management systems e.g.(QuickBooks)Odo ERP
- Excellent analytical and problem-solving skills, with attention to detail.
- Strong organizational and time management abilities, prioritize tasks and meet deadlines.
- Effective communication and interpersonal skills, ability to collaborate with diverse stakeholders.
- Proficiency in MS Office (particularly Excel) and other relevant software applications.
- Knowledge of administrative procedures and processes with ability to work independently and as part of a team, with a proactive and positive attitude
- Experience in working with partners in consortium including Refugee led Organizations
- Strong commitment to YSAT values

#### APPLICATION PROCESS:

Submit a soft copy of your application, an updated curriculum vitae/resume ,Recommendation letters from 3 professional referees and copies of your academic documents **ELECTRONICALLY** to the Human Resource Office via: [hr@youthsat.org](mailto:hr@youthsat.org) | [admin@youthsat.org](mailto:admin@youthsat.org) OR, drop **Hard copy of applications** and CVs/Resume to **World Vision Office in Adjumani Town, OPM** (Pakelle town).

**Deadline for receiving applications is 10<sup>th</sup> of Sept 2024 at 05:00PM (EAT)**

**YSAT is an equal opportunity Employer**, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background or political affiliation. This position is open to both **Refugees** and **Ugandan Nationals** who have competency and working experiences in Project management.

**Qualified female candidates, Persons living with different abilities are STRONGLY encouraged to apply and will be highly PRIORITIZED!** YSAT is committed to **Zero Tolerance** for **Fraud, Corruption & ALL forms of Exploitation** while providing Humanitarian Services, **NO** Applicant should be required to pay for our services including application for this job opportunity, please report any suspected misconduct to: [complaintsfeedback@youthsat.org](mailto:complaintsfeedback@youthsat.org) | **Call 0776443727 to report.**

#### Please note:

1. Only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.
2. **Due to the urgency in filling the position, applications may be reviewed and processed before the deadline and Interview will be conducted on rolling basis.**
3. Submitted hard copies of academic documents will NOT be returned to the applicant after reviewing them.
4. Please note that, incomplete applications **will not be considered** for shortlisting.