CALL FOR APPLICATIONS YSAT/UG/CFA2025/011

JOB TITLE: FINANCE & ADMIN OFFICER (2)

Department: Finance & Admin		**Location:** Adjumani & Rhino Camp **Reports To:** Senior Finance Officer	Open Date: 23 May 2025 End Date: 6th June 2025
GRADE:Y 4	**Expected Start Date**: As Soon As Possible	**CONTRACT LENGTH**: 12 Months With Possibility Of Extension **Staff Reporting To This Role**: Finance Assistants, Admin Assistants	

SAFEGUARDING:

YSAT is committed to **Zero Tolerance** for **Fraud, Sexual Exploitation and Abuse (SEA), Child abuse** while providing Humanitarian Response, No Applicant should be required to pay for our services including application for job opportunity, please report any suspected misconduct to: complaintsfeedback@youthsat.org

Youth Social Advocacy Team (YSAT) is a refugee-led non-profit, non-governmental Organization whose core mandate is supporting conflict affected youth by tackling barriers to accessing quality education, sustainable Livelihoods and addressing root causes of violent conflicts for refugees and vulnerable host communities in displaced settings.

YSAT is legally registered to operate in Uganda with the National Bureau for Non -Governmental Organizations Reg. **MIA/NB/2020/10/421**3 as a Regional NGO. YSAT works in 5 refugee settlements in West Nile implementing projects in Protection, Food Security and Livelihoods, Education, Environment & Energy, Evidence -based research and Advocacy .

ROLE PURPOSE:

The Finance and Admin Officer plays a crucial role in ensuring the smooth operation of the organization's financial and administrative functions. This position involves handling financial transactions, managing budgets, maintaining financial records, and providing administrative support to various departments within the organization. The Finance and Admin Officer is responsible for optimizing financial performance, ensuring compliance with financial regulations, and supporting the overall administrative efficiency of the organization

WORKING ENVIRONMENT:

YSAT works in remote refugee hosting areas in Uganda with 3 field offices, 5 refugee settlements, approximately 58 staff and expenditure of 1.5 million USD / anum. The staff will be based in Rhino Camp during working days returning to town on Fridays. This role includes possibility of traveling to other YSAT field offices in Imvepi, Adjumani, soon Yumbe, Lamwo, Palorinya

KEY ROLES AND RESPONSIBILITIES

1. Financial Management:

- Prepare and manage the organization's 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 financial records, including ledgers, journals, and financial statements, and perform regular reconciliations.
- Prepare financial reports, including monthly, quarterly, and annual financial statements, and present them to management for review and decision-making.
- Assist in financial planning and decision-making processes, providing insights and recommendations based on financial analysis.
- Maintain accurate and up-to-date financial records for all field and project activities.
- Prepare monthly financial reports, bank reconciliations, and cash flow forecasts.
- Ensure financial transactions are in compliance with organizational policies and donor requirements.
- Monitor expenditure against budgets and flag any discrepancies to management.
- Support budget development and periodic revisions for donor proposals and reports
- Ensure all financial activities align with donor agreements, regulations, and compliance standards (e.g., MOFA, DANIDA, UNHCR,GAC, Mastercard Foundation, INGO partner agencies etc).
- Maintain documentation and audit trails for all financial transactions.
- Prepare financial reports for donors as per required formats and timelines.
- Assist in internal and external audits, including gathering supporting documentation and responding to audit queries.

2. Compliance and Risk Management:

- Ensure compliance with financial regulations, reporting requirements, and internal control procedures.
- Assist in the preparation of grant proposals, financial reports, and audits for funding agencies and donors.
- 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
- Ensure adherence to organizational policies including safeguarding, data protection, and anti-corruption guidelines.
- Assist in the implementation of audit recommendations and compliance action points.

3. Administration and Operations:

- Provide administrative support to various departments, including managing correspondence, scheduling meetings, and maintaining office supplies and equipment.
- Coordinate travel arrangements with logistics for staff members by scheduling, meeting, booking flights, accommodations, and weekly transportation
- Assist in procurement processes, including vendor selection, and purchase order management.
- Manage office facilities and ensure a safe and efficient working environment.
- Assist in petty cash management and reconciliation in accordance with finance procedures.
- Support in preparing payment requests, invoices, and expense reports.
- Ensure timely submission of administrative documentation to the finance Manager.
- Ensure the efficient running of the office including facilities management, supplies, and general upkeep.
- Maintain proper documentation and filing systems (both physical and digital).
- Manage office assets, utilities, and equipment inventory in collaboration with the logistics team.

4.Communication & Reporting

- Serve as the point of contact for administrative queries within the HQ/field office.
- Prepare and submit regular reports on administrative operations to the supervisor.
- Maintain clear and effective communication with internal departments and external service providers.

QUALIFICATIONS

- **Education:** A Bachelor's degree in Accounting, Finance, Business Administration, or a related field with professional accounting certification (CPA, ACCA, or equivalent) is an added advantage
- **Experience:** Minimum 3–5 years of relevant experience in finance and administration within the humanitarian or development sector.
- **Skills:**
  Demonstrated experience in donor reporting and financial compliance (UNHCR, DANIDA, etc.)
  Familiarity with accounting software (e.g a most QuickBooks knowledge, and SUN Systems, Odoo system is added advantage.
  Experience working in complex, high-pressure environments preferred

Core Competencies

- **Leadership:** Ability to lead and manage multiple HR functions and provide guidance to senior management and staff.
- **Confidentiality:** High level of integrity and ability to maintain confidentiality on sensitive information.
- **Adaptability:** Ability to adapt to changing circumstances and manage HR challenges effectively in a dynamic work environment.
- **Teamwork:** Strong collaborative skills to work well with various departments and individuals across the organization.
- **Problem-Solving:** Critical thinking and problem-solving skills in resolving HR-related issues.
- to organization's Vision, Mission, values and goals.

KEY PERFORMANCE INDICATORS (KPI)

Financial Accuracy

- 100% accuracy in financial entries and reports
- Timely monthly financial reporting (e.g., by 5th of every month)

Budget Monitoring

- Budget vs Actual variance within quarter

- Timely and accurate budget updates

Compliance & Audit Readiness

- 100% compliance with donor and internal financial policies
- No major audit findings

Cash & Bank Management

- Weekly petty cash reconciliation with zero variance
- Timely bank reconciliations (e.g., by 3rd of every next month)

Transaction Processing

- All payments processed within 3–5 working days
- Supporting documents 100% complete and properly filed

Reporting & Documentation

- Donor financial reports submitted on time and in correct format
- All financial records are audit-ready and accessible

Support to Programs & Operations

- Timely financial support to program teams
- Frequent Feedback program team on the burn Rates.

System Use & Improvement

- Efficient use of financial systems/software.

APPLICATION PROCESS:

Submit your soft copy application, an updated Curriculum Vitae/Resume with copies of your academic documents **ELECTRONICALLY** to **Head of HR – People & Culture** hr@youthsat.org copying youthsat2017@gmail.com **Hard copy applications** and CVs/Resume can also be delivered from **Monday – Thursday from 10 AM - 4P** to; Rhino Camp Head Office – Ocea, Adjumani Field Office in Pakelle or Imvepi Field Office – Base Camp **Deadline for receiving applications 30th Day of May 2025 at 4:00 PM 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 and preferably those with experience working in Ugandan context.Qualified female candidates are **a High Priority!**

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children, Youth and vulnerable adults from all forms of abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

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***
3. *Submitted copies of academic documents will **NOT** be returned to the applicant after review*

JD written by: Finance Manager	**Date: 20th May 2025**
JD agreed by: Director of Programs	**Date: 21st May 2025**
JD Approved by: Executive Director	**Date: 23rd May 2025**

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