

JOB TITLE: SENIOR FINANCE OFFICER (1)

Department: Finance & Admin		Location: YSAT HQ	Open Date: 23 May 2025
		Reports To: Finance Manager	End Date: 6 th 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 Officers, ProLog, Finance Assistant			

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/2020/10/4213** 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:

has overall responsibility of the Financial Accounts function, and partly support the budgeting and Reporting function. They will also be responsible for ensuring best in class financial controls and management at field office and national level – including capacity building; implementing efficient & effective processes; improving and ensuring compliance with internal control systems.

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, Palabek, Kampala and soon Yumbe, Koboko, Palorinya and Kiryandongo

KEY ROLES :

Financial systems and procedures

- Assist the Head of Finance in ensuring smooth implementation and updating of robust and adequate financial systems and procedures in line with SCIs finance Policy and good accounting practices
- Develop and update the finance diary that covers all the required activities on a monthly basis and lead staff to ensure that the diary is strictly adhered to.
- Ensure that all financial transactions are fully supported and that they are all captured in QuickBooks and Odoo ERP systems on a daily basis; make sure that regular backups are taken and stored off site.
- Prepare monthly and quarterly financial updates/entries for both Quickbooks and Odoo ERP finance systems and ensure its strict adherence to deadlines
- Maintain and ensure the integrity of the YSAT' computerized accounting systems and liaising with Head of Finance for any required support

Financial records and transactions

- Carry out sensibility and control checking before and after posting field office transactions into AQuickbooks/Odoo.
- Follow up HQ transactions from Rhino Camp and make sure that all are processed in time and accurately.

Financial reports

- Responsible for timely, accurate and efficient financial reporting (both electronic/manual field returns) to head office
- Responsible for ensuring that reconciliation of balance sheet/control accounts are carried out on monthly basis and ensuring that year-end accounting procedure are met consistently, any discrepancies are reported to Head of Finance.

- Responsible for the monthly Financial report (MFR)

Financial and system controls

- Ensure safe security of cash in the office and coordinate weekly and monthly cash counts, including spot counts
- Ensure that systems are put in place to assure document security for a complete audit trail from the Quickbooks/Odoo ERP records to supporting documentation and vice versa.
- Ensure the effective and efficient use of all YSAT resources in order to keep costs low and ensure the security of staff.
- Ensure payroll is completed on time and accurately, with robust controls in place.
- Ensure timely and accurate filing for all statutory deductions including International staff taxes.
- Ensure proper reconciliation of Terminal grants, annual leave, medical and other provisions.
- Ensure bank and cash reconciliations are carried out on timely and accurately and filed appropriately
- Lead the month end and year end processes for Uganda Country office ensure proper filing of the returns both Internally and externally.

Audit and Compliance function

- Lead on annual statutory audits and the financial component of donor audits. Key focus on proactive financial controls, management and supporting documentation in order to ensure 0 disallowances.
- Timely filing of audited financial statement with URSB (Annual returns)
- Keep track of statutory and donor specific audit requirements and coordinate closely with awards to initiate required audits on time.
- Lead in managing audit process with External Auditors ensuring smooth audit and provide all documents required by Auditors as and when needed
- Ensure proper soft and hard archiving system is in place in finance as per YSAT policies and procedures
- Plan and conduct internal audits for all field offices with the coordination of the Board audit committees
- Participate in Audit Entry and Exit meetings and ensure recommendations have implemented before the next audit.

Staff Leadership, Mentorship, and Development

- Ensure appropriate staffing and efficient & effective organisation design within the Financial Accounting Function.
- Ensure that all staff understand and are empowered to perform their role.
- Manage team; define expectations, provide leadership and technical support as needed, and evaluate direct reports regularly.
- Recruitment, training, and professional development of team as part of the wider staff development strategy.
- Performance Management :
- Effective use of the *Performance Management System* including the establishment of clear, measureable objectives; ongoing feedback; periodic reviews; and fair and unbiased evaluations;
- Coaching, mentoring and other developmental opportunities;
- Recognition and rewards for outstanding performance;
- Documentation of performance that is less than satisfactory, with appropriate performance improvements/ work plans

QUALIFICATIONS

- BA Degree in Finance and Accounting, Business Administration, or other relevant discipline.
- Chartered Accountant (CPA, ACMA, ACA, ACCA) strongly recommended.

EXPERIENCE AND SKILLS

Essential

- Minimum of 3 years management experience in a corporate, audit firm or an NGO environment, of which three at a middle management level within a finance department
- Strategic mindset with the ability to lead, inspire and achieve results in a challenging context
- Strong team player
- Excellent inter-personal skills and able to communicate with diverse set of stakeholders

- Strong analytical, decision making and strategic planning skills with the ability articulate complex information in an easy to understand manner
- Solutions focused with ability to identify weaknesses and drive continuous improvement
- Ability to prioritise, plan ahead, and manage a complex and diverse workload with tight deadlines
- Ability to coach, mentor, delegate appropriately and provide developmental guidance to supervised staff.
- Self starter who is willing to go the extra mile to get the job done
- Excellent understanding of business and financial planning including strategic modelling.
- Excellent understanding of financial systems, controls and procedures.
- Excellent understanding of computerised accounts packages, Excel, PowerPoint and Word
- A full appreciation of the value of co-operation, both internationally and within a team environment.
- Understanding of YSAT vision and mission and a commitment to its objectives and values.
- Written and verbal fluency in English

Desireable

- 4 years within the NGO / charities sector or Audit firm
- Experience of working in an emergency context.
- Understanding of major donor compliance regulations (UNHCR, DANIDA, GAC, Mastercard, MOFA, etc)

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: 20 th May 2025
JD agreed by: Head of HR – People & Culture	Date: 21 st May 2025
JD Approved by: Executive Director	Date: 23 rd May 2025

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