



# GARD

Grassroots Alliance for Rural Development

*changing lives, creating opportunities*

## VACANCY ANNOUNCEMENT

<b>Job position:</b>	<b>Head of Finance &amp; Administration</b>
<b>Direct reports to:</b>	Executive Director
<b>Closely Work With</b>	Program Dept; Communication & IT Dept; Monitoring Evaluation and Leading Dept, and Finance and Administration Dept.
<b>Scope and job Location:</b>	GARD Kotido Head Office: (with frequent travels to other field offices).
<b>Contract Type/Details:</b>	Fixed term – 12 months with the possibility of extension subject to availability of funds
<b>Salary and benefits:</b>	Competitive salary and benefits packages.
<b>Working Hours:</b>	Full time. (40 hrs a week).

### **About GARD:**

Grassroots Alliance for Rural Development (GARD) is an independent not-for profit organization established and registered with the Uganda NGO Bureau in April 2019. Our vision is *empowered and resilient communities*, with the mission statement of *a platform for building resilience and sustainable wellbeing*. GARD works in a non-discriminatory and non-partisan way, with its head office in Kotido Municipality and two field offices in Amudat and Napak districts, Karamoja Uganda. GARD is one of the leading rural based technical, innovative not-for profit organization working the most vulnerable and marginalized rural communities to address the social, economic, environmental, and political issues in the areas of (i). Sustainable Livelihoods/food security, nutrition climate, and environment; (ii). Youth skilling and gender empowerment; (iii). Governance, peacebuilding, and Human Rights; and (iv). Institutional strengthening and development.

Currently GARD manages multi-sectoral programs that supports rural communities, women, youth, and men to rebuild their livelihoods and achieve resilience in Karamoja region. Due to expansion in scope of our programming, we are now seeking to increase our professional staff base with technically gifted and dynamic individuals willing to share in our vision and join the team in the following role (s).

### **Project Background**

GARD recently signed an MoU to implement a UNDP/KOICA *Building Resilience in Conflict affected and Fragile Communities of Karamoja* (BRICK) project in Kotido district. The BRICK Project is jointly funded by UNDP and Korea International Cooperation Agency (KOICA) for the period 2024 to 2026. The project is a joint (consortium) initiative between UNDP/KOICA, GARD WSF, Riamriam, VEDCO and Better World with the aim of addressing main conflict drivers, which include but not limited to; competition over natural resources; the mass influx of refugees; inadequate transitional justice processes; and flawed electoral processes, leading to a more peaceful, secure, and resilient communities in Karamoja. The project is being implemented in 3 District and 6 Sub-counties of Kaabong: (Loyoro, Timu); Kotido (Nakapelimoru, Rengen); Moroto (Nadunget, Rupa). The overall project goal is to enhance the socio-economic

empowerment of vulnerable households and the peaceful co-existence of communities through resilient and gender responsive livelihoods in three districts of the Karamoja sub-region.

### **Position Overview**

We are looking for an experienced and dynamic Head of Finance & Administration to play a pivotal role in guiding GARD towards long-term sustainability and impact. We are looking for a strategic and a professional thinker, reliable with the highest level of integrity strong work ethic and professionalism. An effective leader who can make the most sustainable decisions.

As a senior manager, He/She will oversee all financial and procurement aspects of our organization, drive financial strategy and planning, and ensure compliance with relevant policies and regulations. You will also manage administrative functions and support the Executive Director, contributing to the overall management of the organisation's day-to-day operations. You will work closely and report directly to the Executive Director and regularly to the Board of Directors.

The successful candidate is welcome into a team of dynamic and results oriented professionals. GARD is an inclusive space and is committed to diversity in the workplace. We welcome all applicants who meet the required qualifications and skills, regardless of gender, nationality, age, culture, religious beliefs, disability, and all other forms of diversity.

### **Financial roles and key responsibility.**

- Drive the financial planning of the organization by analysing performance and identifying risks, develop the corporate fundraising strategy in close collaboration with the management team and manage financial relationships with partners and funders.
- Set and monitor sound accounting and financial reporting procedures for projects following established standards. Ensure setup and maintenance of all data required for processing financial transactions for assigned projects accounts in Project Insight financial accounting package, Quick book, and other packages.
- Oversee all audit and internal control operations to ensure compliance.
- Review and validate supporting documentation before processing of financial transactions to ensure all required documents are accurate and complete and authorizations are in place.
- Record financial transactions following appropriate authorizations. Review and analyse various accounts to detect irregularities. Advise on corrective actions and prepare correcting entries and adjustments, as necessary.
- Assess, evaluate, and monitor subrecipient financial management processes in accordance with policy and strengthen capacity of partner in financial accounting and transactions.
- Monitor disbursement/receipt schedules, alert relevant projects staff of due payments/liquidations and maintain appropriate communication and follow-up to facilitate timeliness of financial resource management and compliance with set deadlines.
- Oversee financial reporting and liaise with donor agencies by preparing timely and detailed reports on financial performance on a quarterly and annual basis and ad hoc report on this at least annually and perform variance analysis to assist management in decision-making. Assist with budget maintenance for proper management of financial resources.
- Provide information to projects staff, subrecipients, and partners on financial accounting policies and procedural compliance issues and deliver training and other capacity building activities.

- Perform assigned projects (cash payment/receipt, cash forecast, etc.) duties, as the 2nd approver of payments, ensure segregation of duties.
- Conduct analysis to make forecasts and report to the Executive Director and the Board.
- Ensure general adherence and compliance with financial and HR policies and guidelines and all other GARD's policies, as well as donor procurement processes.
- Demonstrate and model a commitment to our shared values, behaviours, and inclusive practices in all aspects of your work.

### **Administrative & Operational Responsibilities**

- Manage human resource contracts, oversee payroll for staff and external contractors.
- Fill in and maintain an up-to-date Risk Registry.
- Support in overseeing the day-to-day business operations and administration of the organisation, including assisting the Executive Director in implementing business strategies and optimizing GARD's operational capabilities and supervising staff. This will include:
  - improving operating procedures for optimal efficiency
  - assessing and enhancing the efficiency of operational processes
  - supporting the recruitment process to attract the best candidates and run fully transparent recruitment processes in line with the GARD's policies and guidelines.
  - collaborating to raise funding and explore other business-expanding strategies.
- Oversee that procurement (including hiring of consultants) fits with the organization's finance, procurement, human resources, and other relevant policies.

### **Qualifications and Skills**

- B.A. degree in Accounting, Finance, Economics, Business Administration with courses in accounting, or a qualification in accounting (CPA/ACCA or equivalent).
- Minimum of 5 years' experience in similar senior position preferably with an international or local NGO, with familiarity in grant and contract procedures, reporting, budgeting, contracting, subcontracting, staffing, and monitoring allowable costs.
- Experience working in the non-profit sector with familiarity in development cooperation; experience is considered an asset.
- Knowledge of the relevant public donors' regulations preferred.
- Proficient in standard computer software and MS Office packages (Excel, Word, PowerPoint, Visio), Web Conferencing Applications.
- Knowledge of Project Insight financial accounting package, quick book or similar financial reporting software preferred. Knowledge of other project management and accounting software is an asset.
- Required Languages – fluent in spoken and written English; with strong reporting; knowledge of Karamoja context is considered an asset.
- Superior attention to detail and strong writing/reporting skills.
- Understanding of accounting processes, procedures, and internal controls.
- Ability to adapt quickly, learn new responsibilities independently, and manage competing priorities.
- Must be willing and able to travel up to 30% to the Field offices.

- Excellent organizational skills, strong work ethic and soft skills.
- Being a creative and solutions-oriented person.
- Ability to work both independently within a defined framework and collaboratively with a remote and distributed team.

### **Skills and abilities**

- Excellent communication skills - written and oral.
- Good report-writing skills with excellent written and spoken English.
- Skills in participatory approaches to programming, and community engagement.
- Demonstrable interpersonal and team working skills; and the ability to work closely with local partners and community members.
- Proficiency in Microsoft Office and use of internet for research.
- Ability to relate sensitively to diverse groups.
- Self-driven and able to deliver results with minimum supervision.
- Flexibility in traveling and working in challenging situations with unpredictable working hours.

### **Personal qualities Skills and conducts**

- Commitment to and compliance with GARD's safeguarding principles, vision, mission, and values.
- **Transparency and Accountability:** Holds self-accountable for making decisions, managing resources efficiently and transparently, achieving and role modelling GARD's values.
- **Integrity:** Strong sense of integrity, Honesty, openness, builds trust and confidence
- **Ambition:** Sets ambitious and challenging goals for himself and team, takes responsibility for their own personal development and encourages their team to do the same
- **Collaboration:** Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues and external partners and stake holders
- **Creativity and innovation:** Develops and encourages new and innovative solutions.
- Self-driven and able to deliver results with minimum supervision.
- Commitment to respect and value equality and diversity and understanding of how this applies to own area of work.
- Commitment to own continuing personal and professional development.

### **Application process**

Interested applicant should send their application to [info@gardug.org](mailto:info@gardug.org) with a cover letter and an updated CV detailing your experience and qualifications, as well as copies of your academic qualifications in relation to the role with the subject line 'Application: Head of Finance and Administration'. Including contacts of three professional referees (two must be 2 professional references and 1 being your supervisor from the most recent/previous employer).

Deadline for applications: **TUESDAY, 14<sup>th</sup> MAY 2024 at MID-DAY.**

**NOTE that this position will be recruited as soon as possible, CANDIDATES are encouraged to submit as early as possible.**

While GARD will keep CVs of potential Candidates in the roster for future engagements, we highly regret that **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

**Safer recruitment**

GARD is an equal opportunity employer and seeks to employ and assign the best qualified talents. We are committed to achieving workforce diversity in terms of gender, ethnicity, and culture.

GARD is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of young people, and adults. GARD expects all staff and volunteers to share this commitment through our code of conduct.

We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include rigorous reference and background checks.

*Disclaimer: We do not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents. Any form of canvassing will lead to automatic disqualification of the candidate.*