

**THE EAST AFRICA'S CENTRES OF EXCELLENCE FOR SKILLS AND
TERTIARY EDUCATION IN BIOMEDICAL SCIENCES- UGANDA CANCER
INSTITUTE**

**TERMS OF REFERENCE FOR THE RECRUITMENT OF ASSISTANT
FINANCE OFFICER FOR THE PROJECT**

Post Title: Assistant Finance Officer

Reports to: - Financial Management Specialist - UCI

Job Purpose:

To assist the Financial Management Specialist(FMS) in providing technical support) in Managing and monitoring financial activities of the Project as specified in the Financing Agreement and in line with Government of Uganda (GoU) financial regulations and Africa Development Bank's (ADB) financial management regulations and procedures.

Key Result areas

- a) Assist the FM Specialist in developing financial plans and budgets for the project
- b) Assist the FM Specialist in managing disbursement of funds for project activities
- c) Assist the FM Specialist in the preparation of monthly, quarterly and annual financial reports as per reporting requirements.
- d) Assist FM Specialist in the development and Implementation of project internal controls for proper management of project financial and physical resources.
- e) Assist the FM Specialist in periodic evaluation of the project financial performance against the project objectives.
- f) Assist the FM Specialist in reporting periodically on financial programme activities in line with reporting guidelines.
- g) Assist the FM Specialist in facilitating the audit of the project
- h) Maintain, update and retrieve financial information as may be deemed appropriate

Specific Duties and Responsibilities

- a) Prepare monthly Bank reconciliation statements and reconciliation of key account ledgers

- b) Prepare documents required for the payments process and adhering to proper internal control procedures.
- c) Compile quarterly and annual financial statements and reports for presentation to the project steering committee, Board, MOFPED, AfDB and other interested parties by providing the required financial and administrative data.
- d) Prepare documents to enable disbursement of funds for project activities in accordance with the existing internal controls to ensure avoidance of fraud, theft and financial mismanagement.
- e) Assist the FM in liaising with the desk officers in the various Ministries and Institutions on financial matters, particularly the Permanent secretary / secretary to Treasury, Auditor General and Accountant General and ADB disbursement officers and other relevant offices.
- f) Managing and monitoring of project budget- budget performance
- g) Justification and Replenishment of Special Account
- h) Maintenance of Manual Cash Book
- i) Preparation of Account Statements and Financial Reports
- j) Liaising and working with External Auditors during statutory audits
- k) Maintaining and Keeping Financial Data systematically
- l) Maintenance of Accounting Ledgers
- m) Maintaining of Project Asset Register
- n) Assist the FM Specialist in carrying out the day-day financial operations of the project

Job description and person specifications:

- a) Degree in Commerce (*accounting option*), Business Administration (*accounting option*) or Accounting and Finance from a recognised university or Full CPA/ACCA.
- b) **Proven registered pursuance** of professional studies towards qualification in either CPA, ACCA or CIMA or equivalent
- c) Candidates with a Master's in Business Administration or Finance and Accounting will be desired
- d) At least five years of practical experience in financial management and accounting role in a busy public or reputable private Organisation.
- e) Computer literate. The candidate **Must** be computer literate with relevant accounting packages.
- f) Experience in financial and accounting procedures of GOU / Donor funded projects is a **Must**. Knowledge of ADB financial management procedures is an added advantage.

g) An exposure in the management of funds in the social sectors is an essential requirement.

Terms of Employment: Ten (10) months Contract:

Salary: Very attractive

Gender: Uganda Cancer Institute is an equal opportunity employer, females and people with disabilities are encouraged to apply.