

EMPLOYMENT ADVERTISEMENT

Job Title: Finance Officer (01)

Department: Finance and Administration

Supervisor: Country Director

Job Type: Full Time

Duration: 6 Months with possibility for renewal

Country/Location: Kampala, Uganda

Start Date: 15th November 2020

About Fairventures Worldwide

Fairventures Worldwide (FVW) is a German based organization engaged in landscape restoration activities. Our Uganda program aims to find and implement solutions for large-scale restoration of deforested areas. FVW works with small scale farmers in Western Uganda to implement its reforestation programs. FVW approach to reforestation is through use of fast-growing indigenous tree species in agroforestry systems. FVW implements its programs through partnerships with local farmer groups and community entities for maximum impact and sustainability of projects.

The organization is currently seeking to appoint a Finance Officer to manage its financial operations.

Job Summary:

The Finance Officer shall provide financial and administrative support to all projects at the FVW Uganda Country Office. The Finance Officer shall provide leadership and guidance to the finance and accounting team, focusing on outcomes, problem solving and must have excellent communication skills since this is a role that interacts with several departments internally.

Duties and responsibilities

Reporting to the Country Director, the Finance Officer shall:

- i. Oversee the financial operations of the project and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements etc.



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- ii. Be responsible for entering financial information and maintaining all financial records for projects.
- iii. Manage financial control, prepare and analyze budgets, develop financial reports, and make recommendations to the FVW Country Office on budget expenditures.
- iv. Obtain approvals from the Country Director on all procurements and purchases for the projects and for the FVW Country Office.
- v. Monitor the expenditures to ensure that program funds are utilized appropriately by the close of the fiscal year.
- vi. Ensure that all financial reporting is completed on time and submitted to the Head Office.
- vii. Oversee the financial audits of all projects of the FVW Country Office.
- viii. Provide financial inputs for proposal development, project management, Human Resource Management policies, logistics, travel and other areas of administration.

Education and Experience /Preferred Qualifications

- Minimum of a Bachelor's Degree in Finance/Economics, Accounting, Business Administration (Accounting Option), or a related field is required. A Master's degree in any of those fields is an added advantage.
- Minimum of 2 years of working experience in similar positions, preferably with a donor funded, time-bound project.
- Additional experience may substitute for some education/professional requirements.
- ICPA or ACCA certification
- Experience using accounting software such as Excel, QuickBooks, etc

Knowledge, Skills and Abilities:

- Critical thinking and creative problem-solving skills with ability to make sound judgment.
- Strong management skills and the ability to work effectively as part of a team
- Ability to compile or contribute to written reports.
- Proactive, results-oriented, and service-oriented.
- Attention to detail, accuracy and timeliness in executing assigned responsibilities.

How to apply:

FVW is an equal opportunity employer and both qualified women and men are encouraged to apply for this position.

To apply:



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- Email a cover letter and CV **ONLY** to *info.uganda@fairventures.org* by **9th November 2020** not later than 5:00pm EAT.
- In the subject line of the email, indicate – **Application for FINANCE OFFICER** only.

Please note that only applications that follow the given the instructions shall be considered.

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