



PROMOTING EQUALITY IN AFRICAN SCHOOLS

JOB DESCRIPTION – FINANCE OFFICER

Role	Function
Finance Officer - Grants	Finance - Operations
Reports to	Compensation
Country Finance Manager	Officer
Line Management Responsibility	Location/Department
None	Kampala
Budget Responsibility	Travel
Country Budgets (Thresholds)	Not specific

JOB SUMMARY

The Finance Officer - Grants is responsible for timely and accurate processing of transactions (including accurate coding); supporting the Country Finance Manager in processing of accurate project financial reports/invoices; accounts payable & receivables management, plus application of grant period closeout procedures.

KEY PERFORMANCE INDICATORS

- Accurate Grants information maintained for All running Grants
- Grants' financial information tracked & processed according to specific Donor commitments.
- Grant Finance reports generated & shared on time.
- PEAS Audit & Grant Specific Audits supported fully.
- Grants closed out according to agreements.

Responsibilities & Duties

1.0 Financial processes

- 1.1 Supporting the completion of project reports and invoices in a timely manner. Verifies the accuracy and completeness of Transaction Details in the finance system before forwarding to the Grants and Business Unit for report preparation. Responds to enquiries and checks accounting transactions to locate and resolve discrepancies/variances.
- 1.2 Liaise with the Grants and Business unit to provide project financial reports that satisfy donor requirements. Prepares variance and other financial analyses of project accounts, as requested by the Country Finance Manager.
- 1.3 Monthly reconciliation of accounts receivable and regularly following up with the Grants & Business Development unit on long outstanding receivables for donor funded projects.
- 1.4 Verifies the accuracy and authenticity of project accountabilities. Identifies appropriate general ledger codes for expensing accountabilities in the Finance system.
- 1.5 Prepares monthly journals for salary cost allocations, donor receipts, indirect costs and project billing.
- 1.6 Monthly Reconciliation of deferred fund balances and recommends necessary adjustments for completeness of financial information
- 1.7 Performs periodic asset verifications, cash counts and stock counts at PEAS, Schools and/or partner offices
- 1.8 Coordinate the Quarterly Tax Compilation where applicable
- 1.9 Timely follow ups & processing of All project Advances from implementers to ensure these are incorporated in the monthly transactions.
- 1.10 Processing billing, reconciliations & periodic financial reports for selected PEAS Departments & Units, including the Intercompany.

2.0 Project budgets

- 2.1 Assists the Grants & Business Development team with relevant information to enable preparation of informed and comprehensive project budgets.

3.0 Financial systems and security

- 3.1 Identifies internal controls that require improvement and suggests appropriate policy and procedure modifications for improved internal control. Ensures that all financial systems provide adequate audit trail and documentation inline with specific Donor requirements.
- 3.2 Ensures that all documents are archived and maintained in a safe and secure manner for the time periods indicated by respective Donors.

4.0 Project Audits

- 4.1 Assists the Country Finance team support documents during Audit, prepare analyses of project accounts for PEAS's mainstream and projects specific audits.
- 4.2 Ensure all paperwork is properly archived at the end of each audit.

5.0 And any other duties as may reasonably be assigned from time to time within the Finance Department

PERSON SPECIFICATIONS

Experience & Qualifications:

Essential

- Undergraduate Degree in any finance related field preferably Accounting or Business Management.
- Good knowledge of working with donor funded projects such as FCDO, USAID, UN and UK Aid and awareness of essential dynamics of successful implementation of such projects.
- Ethical Conduct.
- Two years 'working experience in an NGO

Desired

- Strong computer skills, especially use Microsoft excel.
- Ability to coordinate & work with multiple teams.
- Knowledge and experience using accounting software & finance management systems.

Skills & Personal Attributes:

- Strong analytical skills, able to quickly draw insights from financial data to advise implementors
- Willingness to learn & Adapt.