



EMPLOYMENT OPPORTUNITY

EXTERNAL ADVERT

WE ARE TRANSFORMING LIVES OF CHILDREN, ADOLESCENTS AND YOUTH

About Youth Alive Uganda

Started in 1993, Youth Alive Uganda is a registered youth led and children/youth focused NGO that implements children and youth integrated development programs across the country in four thematic areas; Health, Livelihood, Education, and Human rights, glued together by Skills Development and Mentorship.

Vision: Youth Living life to the full.

Mission: Holistically empower youth 9 -30 years to be resilient and live fulfilling lives

Project Description

The goal of the five-year, USAID-funded Integrated Child and Youth Development (ICYD) Activity is for Ugandan children and youth, especially the most vulnerable, to receive the support and services necessary to lead resilient, healthy, and productive lives. The ICYD Activity is expected to achieve the following:

1. Children and youth have improved learning outcomes;
2. Children and youth are safe and healthy in their community and learning environments;
3. Youth practice positive behaviors and are able to make informed decisions about their lives and relationships.

This Activity will address the mutually reinforcing relationship between improving learning outcomes and improving wellbeing and employ a comprehensive approach that merges PEPFAR/OVC's strengths in acute vulnerability stabilization with education's broad protective effects.

Position: Finance and Compliance Manager

Reports to: Executive Director

Duty Station: Lira

Job Summary:

Under the supervision of the Executive Director, the Finance and Compliance Manager helps ensure compliance with donor requirements at all stages of the project lifecycle and facilitates effective management of the ICYD Activity in coordination with other departments (e.g.

Programs, Technical Units, Finance, Operations). This includes, but is not limited to, ensuring timely and quality reporting to donors, budgeting, facilitating grant opening and closeout

processes, advising on donor rules and regulations, coordinating internal control reviews and audits, investigations, and capacity building of staff and implementing partners.

Key Duties and Responsibilities:

- Supports the Finance and Operations Head in all financial and compliance matters related to the ICYD Activity operations.
- Responsible for overall coordination of operational tasks of the project with day-to-day management/administration of project field staff in accordance with the objectives of the ICYD strategy and donor requirements.
- Work closely with the Project staff to manage the project's financial, operational, and contract systems and processes.
- Oversee project contract terms, pricing, performance, and schedule in coordination with the ED and Finance team by providing timely and high-quality process and donor reports.
- Ensure compliance among USAID requirements (i.e., FAR, ADS, FAM), Youth Alive organizational policies, and Ugandan labor laws, while enabling transparency, accountability, and accuracy.
- Analyze and present financial reports in an accurate and timely manner, clearly communicate monthly and annual financial statements, and oversee all financial and project/program accounting.
- Enhance and/or develop, implement, and enforce policies and procedures of Youth Alive by employing systems that will improve operation and effectiveness of the project.
- Design and implement field office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.
- Develop and maintain all administrative systems and procedures necessary for the implementation of the project and support of the project's staff located in the Youth Alive field offices.
- Assist with recruitment needs, such as preparing position descriptions, coordinating interviews, conducting reference checks, and reviewing resumes.
- Ensure effective interfacing with Youth Alive management systems (HR, Supply Chain, Finance, etc.), and with other finance staff on the ICYD Activity
- Cash/Bank management, (payments, advances, reconciliations, etc.), according to Youth Alive petty cash regulations and authorization expense procedures; ensures compliance with USAID regulations in all bank Accounts on the project.
- Identify and assess areas of significant business risk.
- Ensure compliance with Youth Alive, applicable local laws, USAID regulations and provides support and training to the project/office teams accordingly.
- Budget management/monitoring the project budgets, ensuring compliance with Youth Alive and USAID regulations. Supports Youth Alive Finance Head and project Accountant in budget forecasting/planning/revisions.
- Travels to field locations as required, to carry out internal project/office audits, training, and monitoring missions.
- Analyses, budget forecasts, regulatory filings, and compiles moderately complex data.

- Interprets, analyses and/or evaluates data, ensures compliance with applicable state and federal statutes, and uses Generally Accepted Accounting Procedures (GAAP).
- Interpretes and provides explanation for discrepancies and variations in financial data.
- Applies updated information technology to facilitate program goals and program procedures.
- Uses financial systems to produce reports, financial models and databases.
- Analyses complex business and/or financial issues and consults with management or business entities as needed; works independently; active participant in meeting organizational goals.
- Carries out other duties as assigned by the supervisor.

Qualifications, Skills and Experience:

- The applicant should preferably hold a bachelor's degree in Business, Accounting, Management, or any other relevant field.
- ACCA or CPA qualification.
- At least five to seven years' experience in Finance, audit and compliance.
- Previous experience with computerized financial management systems (QuickBooks required) and online banking platforms especially BEYONIC is an added advantage.
- Experience working with USAID-funded projects especially in managing Cooperative agreements and contracts is mandatory.
- Ability to work use various Microsoft office applications.
- High level of integrity
- Excellent writing, management and organizational skills.
- Ability to independently plan and execute complex tasks while addressing daily management details and remaining organized and focused on long-term deadlines and strategy.
- Proven ability to set priorities, multi-task and work collaboratively as well as independently
- Excellent interpersonal skills

How to Apply:

All interested candidates should send their application letters and resumes (no academic documents) in a **SINGLE PDF DOCUMENT** to careers@youthaliveuganda.org.

Subject of the email should contain job title and name of the candidate.

Note: Hand-delivered applications will not be considered.

Deadline for Application is Thursday 20th January 2022 at 05:00pm Ugandan time.