

Global Alliance for Improved Nutrition

Job title:	Finance and Administration Officer
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Classification:	Grade 3	Direct reports:	0
Work location	Kampala, Uganda	Travel required:	10-15%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Working with governments, businesses and civil society, we aim to transform food systems so that they deliver healthier diets for all people, especially the most vulnerable.

Headquartered in Geneva, Switzerland, GAIN has offices in countries with high levels of malnutrition: Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda. To support work in those countries, we have representative offices in the Netherlands, the United Kingdom, and the United States.

At GAIN, we believe that everyone in the world should have access to nutritious, safe, and affordable food. Today, one in three people - drawn from nearly every country on the planet - are unable to consume enough nutritious food. We work to develop and deliver solutions to this daily challenge.

DESCRIPTION
<p>Overall purpose</p> <p>The Finance and Administration Officer will be responsible for providing administrative, coordination and financial management support under the supervision of the Finance and Administration Manager. The position holder will ensure processing, recording of payment transactions and office management processes are done in timely and accurate manner. The position holder supports compliance, and the expectation is for strong collaboration with all office staff members. The position requires resolute fiduciary responsibility of all financial resources and high professional standards with a willingness and ability to enforce compliance with GAIN and donor policies and procedures.</p>
<p>Tasks and responsibilities</p> <p><u>Financial management</u></p> <ul style="list-style-type: none"> • Work with the Finance and Administration Manager to plan and implement financial and administrative operations systems in accordance with GAIN policies and procedures while keeping within donor requirements. This includes systems for Cash Flow management, consolidation of accounting information, internal controls, financial reporting, financial record keeping, grant management and compliance. • Support the Finance and Administration Manager to improve and enhance the efficiency of existing control systems and develop standard operating procedures for accounting. • Perform financial review of purchase requests, purchase orders, and payment requests to ensure compliance with GAIN policies and procedures and donors grants and contracts requirements and promptly process payments. • Preparing cash flow forecast and ensure adequate funds in the office.

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- Preparation of monthly reports, ensuring all transactions for the month are recorded accurately and deadlines set by the global finance team are met.
- Timely preparation of monthly bank statements and bank reconciliations.
- Supporting the Finance and Administration Manager on preparation of programme budgets, analysis of grants and expenditure.
- Preparing country office budgets and finalizing them in collaboration with the Finance and Administration Manager.
- Support in preparation and availability of statutory financial Statements, Annual Income Tax returns, PAYE returns, NSSF etc.
- Securing the proper filling and storage of all financial records.
- Support all the external audits processes, providing timely documents and preparing schedules as may be required.
- Assist with follow up on subaward compliance issues, audits, and document resolutions.

Human resources and procurement

- Support the Finance and Administration Manager in administering recruitment and procurement of goods and services in accordance with GAIN rules and procedures.
- Support the Finance and Administration Manager and staff in operational aspects of establishing a network of experts.
- Create, update, and maintain organized files and records related to such, ensuring confidentiality of records.

Office management

- Ordering stationery and IT equipment.
- Dealing with correspondence, complaints, and queries.
- Implementing and maintaining procedures/office administrative systems.
- Ensuring that health and safety procedures are observed.

Travel and meeting-related administrative work

- Assist in coordinating the travel (visa, booking transport and accommodation) of GAIN staff, consultants and senior partners which relates to the implementation of GAIN activities in Uganda.
- Work with the project teams to ensure travel per diems and reimbursements are performed within GAIN policies and procedures and reconcile staff debtors accounts monthly.
- Assist in organizing and participating in work planning and progress reporting meetings.
- Assist in organizing stakeholders' meetings and other statutory meetings.
- Perform other relevant operational, financial, and administrative duties relating to the implementation.

Key organisational relationships

- Reports to the Finance and Administration Manager.
- Close collaboration with staff members in GAIN, especially finance and HR teams.
- Liaise with other partners or government as may be necessary

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JOB REQUIREMENTS
<p>Competencies</p> <ul style="list-style-type: none"> • Familiarity with major international donor rules and non-profit accounting. • Familiarity with computerized, double-entry accounting software. • Accuracy in the processing of cash transactions, mathematical aptitude, and attention to detail. • Ability to work without close supervision. • Computer literacy with excellent MS Word, MS Excel, Outlook, PowerPoint, and Tally skills. • Familiarity with QuickBooks, Navision or similar accounting software required. Familiarity with Salesforce is a plus. • Ability to plan and organize a substantial workload that includes complex diverse tasks and responsibilities. • Problem solving, decision making and delegation skills. • Excellent oral and written communication skills (English) • High level integrity and sound judgment. • Ability to cooperate with others and work in a participatory manner to achieve established goals. • Proactive with a commitment to quality and accuracy with close attention to detail
<p>Experience</p> <ul style="list-style-type: none"> • Experience in office administration and providing support to project teams in terms of processing transactions. • Experience in accounting, bookkeeping, or cashiering, including experience with double-entry accounting preferably in an international NGO. • Experience processing cash transactions, bank reconciliations, petty cash management in addition to management of statutory deductions such income tax, NSSF etc. • Experience with accounting software such as NAVISION, SAGE, QuickBooks etc.
<p>Education</p> <ul style="list-style-type: none"> • A degree in accounting or a relevant business field. • Relevant accounting qualification (CPA 3 or other, would-be a plus)
<p>Other requirements</p> <ul style="list-style-type: none"> • Proactive and self-motivated individual capable of engaging persuasively with various stakeholders. • Excellent command of written and spoken English required. • Willingness and ability to travel, within and outside of Uganda. • Ability to work independently and meet deadlines. • Existing right to live and work in Uganda. • Pragmatic, dynamic, and autonomous person.

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WHAT GAIN OFFERS
<ul style="list-style-type: none">• A competitive remuneration package• Flexible working hours through hybrid working opportunities• Friendly working environment• Professional development opportunities• The chance to make a lasting contribution to reducing global malnutrition

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.