

Global Alliance for Improved Nutrition

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| Job title: | Finance and Administration Manager |
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| Classification: | Grade 5 | Direct reports: | 0 |
| Work location | Kampala, Uganda | Travel required: | Up to 10% |

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

| DESCRIPTION |
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| <p>Overall purpose</p> <p>The Finance and Administration Manager is a key position in the Uganda country office. This position is expected to provide essential administrative, governance, financial, HR, IT and internal control services to the program operations whilst ensuring compliance with GAIN policies, systems and procedures. You are expected to be both responsive and proactive to operational requirements with an ability to plan the work of program support.</p> <p>You will ensure compliance with external requirements, such as local laws and regulations and donor, partner, service provider and vendor contractual obligations. You are responsible for safeguarding GAIN's interest in these transactions and interactions, providing effective first level stewardship of GAIN's assets, resources, staff and premises. The postholder will provide support to the Country Director, staff and consultants in maintaining good relationships with external stakeholders.</p> |
| <p>Tasks and responsibilities</p> <p><u>GAIN Uganda facilities and operational set-up</u></p> <p>As a new organization in Uganda, the Finance and Administration Manager will have a key role in helping GAIN set-up its operational presence in the country. Along with the country Director, the Finance and Administration Manager will be directly responsible in ensuring:</p> <ul style="list-style-type: none"> • All GAIN standard operating procedures are rolled-out and implemented in Uganda. • Ensure that all translated documents are fit for purpose and are properly aligned with GAIN's policies and standards. <p><u>Office administration, establishing systems and processes.</u></p> <p>The Finance and Administration Manager will provide leadership and management support to office administration functions and establish systems and processes for the smooth functioning of the country office. You would closely work with Country Director, other in-Country staff and the Corporate Services team in HQ to ensure that all responsibilities are carried out in a timely manner. The following is an illustrative but not exhaustive list of tasks:</p> <ul style="list-style-type: none"> • Roll-out and ensure staff is aware of, understand and comply with GAIN's Administration policies and procedures, e.g., Procurement, Security, Travel and Expense reporting. • Ensure absolute integrity and transparency in the procurement function and ensure the best value for money is obtained and requirements of GAIN are met in a cost effective and timely fashion. Ensure timely and accurate payments to vendors. |

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- Ensure proper security and safety of the staff members and premises and finalize security and insurance arrangements as per GAIN norm.
- Oversee the proper upkeep and maintenance of office premises and working facilities like telephone system, photocopying machines and furniture to provide the best possible physical environment for staff to discharge their duties.
- Ensure all service contracts are valid and maintained.
- Ensure timely verification of stocks and assets, inventories at the office and project sites as deemed fit.
- Manage the vehicle administration activity to ensure proper upkeep of vehicles, cost optimization, proper maintenance and usage as per GAIN policies. Ensure logbooks are accurate in order to have complete transparency in its usage. Timely insure all hired vehicles as per established procedures
- Manage the planning of visitors to the country office as required.
- Develop and facilitate convergence between resources and coordination of different projects.
- Complete the required documentation, like official request from the government authorities for GAIN assistance and facilitating meeting within the Program Office for mobilization of response.

Internal Governance Management

The Finance and Administration Manager would support strengthening internal governance including legal matters such as registration. The following is an illustrative but not exhaustive list of tasks:

- Coordinate with the legal retainer/lawyer to maintain GAIN's legal entity in Uganda. Coordinate with other ministries on approvals, statutory and legal compliances in adherence to country law.
- Coordinate and liaise with various government and local area authorities for statutory and legal compliances as per local law.
- Coordinate with Ministry of Foreign Affairs on issuance of work permit for the international staff when needed.
- Follow up timely and appropriate resolution of legal cases in which GAIN may be involved, to the best interests of GAIN
- Ensure that administrative, budgetary, procedural and accounting controls evolved are actually complied with and to improve them with time in accordance with HQ's guidelines

Finance, Budget and Grants Management:

The Finance and Administration Manager is responsible for the supervision and coordination of the finance, budget and grant function in the country office. The following is an illustrative but not exhaustive list of tasks:

- Ensure availability of Finance manual and procedures, their understanding by employees, Executive Agencies and consultants and their successful implementation
- Supervise Finance section and ensure financial transactions are recorded in line with GAIN norms and standards in timely fashion. Maintain financial records including ledger, journal, petty cash and cash books and bank details. Manage receivables and payables in line with GAIN guidelines. Prepare cash flow and fund flow statements for review.
- Oversee monthly closing, ensuring all transactions for the month are recorded accurately and deadlines set by GAIN headquarter are met.
- Ensure accurate and timely release of salary and other payments to staff. Oversee the changes in salary and maintain the consistencies with HR records at headquarter.
- Coordinate with local banks and ensure opening of bank account of GAIN and timely review of bank statements and bank reconciliation
- Support Country Director on preparation of program budgets, analysis of grants and expenditure and develop suitable MIS (Management Information System) in coordination project managers
- Prepare country budgets and finalize them in collaboration with HQ finance and program departments
- In coordination with consultants and program teams at country office and headquarter, engage in timely preparation of budgets and quarterly pipelines
- Ensure preparation and availability of statutory financial records (e.g., income tax return) and tax compliance and compliances relating to foreign grants

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- Secure the proper filing and storage of all financial records.
- Oversee the proper monitoring of GAIN's funds and assets which are transferred to EAs (Executive Agencies) for the implementation of GAIN programs.

Human Resource (HR) Management

The Finance and Administration Manager is the focal person for HR in the country office, supporting the Head of Operations and (HQ) HR function and working closely with the HR Business Partner, Africa in all matters relating to recruitment, appointments, contract renewals, and select HR interventions. Illustrative tasks are as follows:

- Line management responsibility of the HR officer
- Support the timely staff hiring process of the country office in partnership with the global recruitment team which includes supporting with interview coordination, collation of job descriptions for job evaluations and interview feedback ensuring effective record keeping.
- Coordinate the onboarding of staff as per HR policies, arranging contract signatures where required, liaising with HR HQ on processing payroll and submitting statutory requirements to government.
- Update Head of Operations, HQ HR Business Partner, Africa and the Country Director on L&D and performance management queries, staff resignations and contract renewals
- Ensure compliance of GED (Gender Equity and Diversity) and Anti-Harassment Policies of the mission
- Any other duties as requested by the Head of Operations and Country Director

Information Technology (IT) Services

The IT setup at GAIN comprises a centralized internal IT team for the development and management of systems, working alongside an IT Support team covering all hardware and software in use at the organization. The Finance and Administration Manager is responsible to supervise the local IT activities/function and to ensure that office IT infrastructure is maintained to meet high service level requirements. You will be expected to integrate/coordinate closely with the centralized IT function. The illustrative tasks are listed as under:

- Ensure compliance of all IT Policies and Procedures, as set by the Head of IT.
- Ensure stable and responsive Networking (Local and connectivity into Wide Area) environment with the adherence to security standards for Network and user authorities.
- Promote productive use of computers amongst the staff and suggest training needs to increase computer skills amongst the staff.
- Ensure system integrity, security of the system and easy accessibility of the required information and ensure cost effective maintenance of all IT equipment.
- Facilitate Knowledge Management

Support resource mobilization, diversifying revenue growth, program quality and impact agenda

- Support the program team to leverage resources, new business development and diversify revenue growth
- Support the program team to develop best practices on budgets and grants management that can attract potential donors.
- Visit the field and partners, try to analyze the reports and financial statements and provide technical support to partners and program team on effective use of resources

Key organisational relationships

- Reports to the Country Director, Uganda
- Government functionaries
- GAIN Headquarters & representative offices
- Project Managers
- Executing Agencies
- Legal retainers/Auditor/Tax consultant
- Vendors /Landlord/Consultant

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| JOB REQUIREMENTS |
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| <p>Competencies</p> <ul style="list-style-type: none"> • 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, and other local language) • Leadership skills, including the ability to supervise and motivate staff effectively. • Ability to coach, mentor and provide guidance to supervised staff. • Team Building skills. • Knowledge and skill on introducing and implementing GED (Gender Equity and Diversity) principles. • High level integrity • Sound judgment • Ability to cooperate with others and work in a participatory manner to achieve established goals. • Self-confidence • Computer literacy with excellent` MS word, MS Excel, Outlook, PowerPoint and QuickBooks skills • Compassion, tact and sensitivity |
| <p>Experience</p> <ul style="list-style-type: none"> • Substantial experience in a similar finance operations and managerial position, governance, internal audit / compliance, including supervision of other staff. • Demonstrable knowledge and/or experience in HR and office management • Experience working with an International NGO preferred. • Experience in managing donor grants such as DFID, USAID, UNICEF, EU, Dutch, Norway etc. • Experience in managing private sector funding and external consultancies. • Ability to work without close supervision. • Experience with QuickBooks, Navision or similar accounting software required. • Familiarity with Salesforce is a plus |
| <p>Education</p> <ul style="list-style-type: none"> • Professional accounting qualification • Graduate level preferably with Management degree with specialization in business, HR and IT |
| WHAT GAIN OFFERS |
| <ul style="list-style-type: none"> • Flexible working hours • Friendly working environment • Professional development opportunities |