



MUCHAP

MAKERERE UNIVERSITY CENTER FOR HEALTH & POPULATION RESEARCH

(IGANGA-MAYUGE HEALTH & DEMOGRAPHIC SURVEILLANCE SITE)

Iganga District Health Dept. Building, Saza Road, Iganga Municipal Council.

P.O. Box 111 Iganga, Tel +256 434 660152. www.muchap.org



JOB ADVERT

Makerere University Centre for Health & Population Research (MUCHAP) is a research and research training platform of Makerere University and operates the Iganga-Mayuge Health and Demographic Surveillance Site (IMHDSS). We conduct population-based research in the communities of Iganga and Mayuge districts with a research Centre located in Iganga district. We have been in existence since 2005 established by Makerere University in partnership with Karolinska Institutet and the host districts with financial support from Makerere-SIDA bilateral research support agreement.

The Centre is seeking a full time **Finance Manager** to be based at the Iganga office.

Job Summary

The Finance Manager will ensure that the Project's financial resources are adequate, well managed and properly utilized and accounted for during the implementation of the planned activities according to the set procedures and guidelines of the Centre.

- Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll, as per the Foundation's and donor regulations.
- Supervises and participates in the preparation of various financial statements and reports.
- Directs the installation and maintenance of accounting records to show receipts and expenditures.
- Directs the maintenance of general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property, and operating expenses, and insurance records.
- Directs and participates in cost analyses and rate studies.
- Prepares statements and reports of estimated future costs and revenues.
- Directs internal audits involving review of accounting and administrative controls.
- Establishes system controls for new financial systems and develops procedures to improve existing systems.
- Coordinates preparation of external audit materials and external financial reporting.
- Reviews financial statements with management personnel.
- Directs the installation and maintenance of new accounting, timekeeping, payroll, inventory, property, and other related procedures and controls
- Ensure total adherence to the system by all finance and accounts personnel at various levels, and by users of financial resources

- Ensure timely compilation and submission of statutory financial returns and related financial management reports.
- ensure timely submission of financial statements/returns and avail all records to internal and external auditors

Qualifications, Skills and Abilities

- Bachelor degree in Accounting, Master's Degree in Finance and Accounts or Masters in Business Administration or Full professional qualifications such as ACCA, CPA, CIMA
- Must be a member of CPA(U) or ACCA
- A minimum of five (5) years of progressive practical experience in financial management with NGOs.
- Knowledge of Donor regulations is an added advantage.
- Must be computer literate and demonstrate an above average understanding in working with QuickBooks, Sage, Pastel or any other accounting software.
- Knowledge of Microsoft Office mandatory.
- High standards of personal integrity and professional work skills.
- Ability to plan and organize work within a project and ability to make timely decisions.
- Effective written, oral and presentation skills.
- Ability to work with minimum supervision in a high pressure and complex environment.
- Strong interpersonal skills and a team player.
- Ability to work independently, multi-task and set priorities to meet timelines.

Competencies:

- Technical Capacity
- Communication Proficiency
- Leadership
- Initiative
- Learning Orientation
- Flexibility

Qualified and interested candidates should submit email applications no later than Friday, 4th May 2018 to info@muchap.org or lilliannanyonga0@gmail.com. The application package should include:

- (1) Cover Letter;
- (2) Current C.V.
- (3) Three referees

Please indicate the Job title as the subject of the e-mail. Only shortlisted applicants will be contacted within one week after the close of the application period.

All offers of employment are made contingent upon the successful completion of all applicable background and reference checks. Makerere University Centre for Health and Population research (MUCHAP) is an equal opportunity employer. No applicant will be discriminated on the basis of age, sex, gender, tribe race, physical disability or religion.