

# FINANCE MANAGER-UGANDA

## ABOUT STIR EDUCATION

We are an international NGO that supports education systems to reignite intrinsic motivation so that every child, teacher and official is motivated to learn and improve. We believe that education systems today must prepare every child, everywhere, to thrive in an increasingly complex world. Our vision of is a world where teachers love teaching and children love learning. Since 2012, we have reached 200,000 teachers and 6 million children across more than 100 districts in India and Uganda.

## OUR MODEL

We achieve this through a five-year learning partnership with an education system, where we align all levels of the education system (officials, teachers and children) around the goal of increasing intrinsic motivation.

Practically, this means that teachers undergo monthly network meetings with about 20 to 30 local peers. Through these meetings they're supported to develop their practice in areas ranging from effective questioning to creating warm but orderly classroom routines – all designed to create a more effective relationship between the teacher and child. In doing so they develop a sense of autonomy (the sense they can change things), mastery (sense of getting better as a professionals) and purpose (reconnecting emotionally with their peers and students) – the key drivers of intrinsic motivation.

District officials undergo a training and coaching programme that motivates and supports them to prioritise, run and monitor the teacher networks and a close partnership with the state or national government enables the government to align this intrinsic motivation approach within their priorities, structures and systems.

The approach is run by the government from day one and after about five years of partnering with an education system we hope to have embedded a culture of improvement at all levels for the system to continue to strengthen itself. We typically allocate one member of our own staff per district to train, energise and coach the district officials running the approach, and a small team at the national or state level.

## OUR VALUES

How we approach our work is as important as what we do, and our core values guide the way:

- **Humility** – We don't have all the answers upfront.
- **Ownership** – We empower each other with high expectations and support.
- **Openness** – We will listen, learn and improve, and lead through obstacles.
- **Purpose** – We're united by a shared vision we'll build and achieve together.

## THE OPPORTUNITY

Based in Uganda the Finance manager will report to the Principal Associate Head of Finance –Uganda. This role is instrumental to the Finance and Administration efficiency in Uganda as a component of the Global Finance strategy.

The post holder will be required to: -

### TO ORGANISE AND ENSURE APPROPRIATE HIGH INTEGRITY OF FINANCIAL AND MANAGEMENT REPORTING IN LINE WITH STiR'S VALUES, POLICIES AND PROCEDURES.

- Ensuring Integrity of the Financial Information and Reports is maintained at all times
- Ensure Financial Information is timely updated in the ERP Accounting Software
- Ensure monthly review of accounts and timely submission of budget tracking reports. Working closely with the programme teams to seek explanation for the budget variance report
- Ensuring Safety of Organisational Resources (Financial & Non-Financial) in as far as is applicable is maintained at all times
- Ensuring effective and efficient service delivery to relevant stakeholders with in the position's mandate
- Liaise with the Principal Head of Finance or any other Designate to respond to all Funder /Donor requirements
- Exhibit and Uphold STiR Values at all times

### PAYMENTS PROCESSING (VENDOR PAYMENTS, OPERATIONAL SUPPORT ETC)

- Review all payments to ensure they are appropriately supported before they are made
- Ensure that contract payments are made in accordance to the contract terms
- Ensure accuracy of all vendor invoices supporting payment requests
- Ensure that all Advances are well Monitored to ensure accurate and timely retirement
- Advance Age analysis, monitoring, reporting and be well accounted for.

### CASH AND BANK MANAGEMENT.

- Ensure Appropriate Receipting of all organisational Incomes
- Ensure Timely and accurate Bank Reconciliations
- Ensure Intact and Timely Banking of all cash resources
- Minimize cash transactions and shift to e money platforms

### TAX AND REGULATORY COMPLIANCE

- Liaise with the Principal Associate Head of Finance to ensure full Tax compliance in accordance to the Laws and Regulations of the Republic of Uganda e.g. The Withholding Tax, Payroll Taxes, Income Tax, Stamp duty etc.
- Maintain a compliance Log (Risk Matrix) of all regulatory requirements and ensure full compliance at all times

### GOVERNANCE RESPONSIBILITIES

- Supervise the Finance Executives to ensure Finance and STiR objectives are achieved
- Facilitate all audits and reviews of the in country operations and ensure all audit/review recommendations are timely and appropriately actioned

- Ensure that all third party contract terms and conditions are fulfilled at all times e.g. Rent contracts, Insurance etc.
- Facilitate training sessions of the programme team on financial policies and ensure that financial procedures are functioning properly at all times
- Ensure compliance to relevant laws and regulations applicable in country
- General Ledger Reconciliations and forward management to the Principal Head of Finance for timely and appropriate closure of any issues arising

## **REQUIRED SKILLS, EXPERIENCE & QUALIFICATIONS.**

The ideal candidate has;

- Bachelor's Degree in accounting or Business related course
- Possession of a Master's Degree in Accounting or Business related course
- At least level 3 of CPA (U) or ACCA is highly Recommended
- Relevant work experience of 5 years
- Strong identification with STIR values
- Excellent interpersonal and people management skills
- Excellent written and verbal communication skills in English
- Personal commitment to excellence and quality
- Close attention to detail, organised and ability to stick to deadlines and work under pressure
- Honesty and integrity
- Ability to thrive in a fast-paced environment
- Strong planning and project management skills
- Ability to learn and adapt rapidly based on feedback and new information, as well as the ability to communicate this succinctly
- Ability to work across functions and collaborate effectively
- Experience of working in Finance & Administration preferably in the development sector
- Ability to work cross cultures and to coordinate and manage work in different countries and from a distance

## **REMUNERATION AND BENEFITS**

A salary of UGX 5,531,336 per month (66,376,032 per annum) will be paid for your service subject to relevant taxes at source) along with Medical Insurance for yourself, spouse and up to two children.