

## Job description

<b>Job title</b>	Finance Manager
<b>Location</b>	Kampala, Uganda
<b>Reporting to</b>	Country Lead, Uganda
<b>Responsible for</b>	Program Operations Officer (POO)
<b>Liaison with</b>	Finance team, Programme team, as well as Options team globally
<b>Hours</b>	Full time, 40 hours per week
<b>Type of contract</b>	Fixed Term, Full time

### Organisation

Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of MSI Reproductive Choices. We manage health programmes that ensure vulnerable women and children can access the high-quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. This includes governments, development partners, NGOs, civil society and health workers. Our programming is flexible, evidence-based and politically informed. This means we adapt to changing contexts, use data to inform our decisions and ensure our approach is appropriate. Our focus is always on building local skills and systems that last.

### Main purpose of job

#### **WISH Lot 2/WISH2ACTION programme**

FCDO's Women's Integrated Sexual Health (WISH) programme (Lot 2) will provide approximately £132m to deliver integrated sexual and reproductive health and rights (SRHR) services in 13 countries in Africa and 3 in Asia. The WISH programme builds on previous successful initiatives supported by DFID and others to expand sexual and reproductive health care services and support countries which have made FP2020 commitments to achieve them. The programme is expected to ensure that women can safely plan their pregnancies and improve their sexual and reproductive health, particularly the young and marginalised.

The programme will increase access to family planning and integrated sexual and reproductive health services for women, men and young people across Africa and Asia through a combination of: (i) rights-based provision of private sector sexual and reproductive health information and services, and strengthening of public sector health information and services; (ii) addressing barriers to family planning uptake at individual, interpersonal, community and institutional level; and (iii) improving policies, government financing and commodity security to create an enabling environment for family planning and sexual and reproductive health and rights.

The programme is designed to contribute to the following four outputs: 1) Community/individual choice: people have the knowledge and community support to make informed SRHR decisions and advocate for quality services; 2) National Ownership: improved policies, government financing, commodity security and public sector SRHR capacity and services; 3) Private Sector Access: access to quality, voluntary FP and other SRH services, eliminating barriers for young and marginalised women; and 4) Global Goods: evidence-based innovations and practice shared globally to increase women's choice and access to SRHR services.

WISH2ACTION is led by the International Planned Parenthood Foundation (IPPF) with the following consortium partners: Options (national ownership lead); Marie Stopes International (service delivery partner); International Rescue Committee (service delivery partner); Development Media International (social norm and behaviour change lead) and Humanity and Inclusion (HI) (inclusion of disabilities).

Options' approach to National Ownership is to support governments to prioritise SRHR in domestic financing, and to develop and implement evidence-based policies and plans to meet commitments that create an enabling environment for SRHR and address the unmet need for SRHR, particularly among the poor, youth under 20, and people with disability. The following results will help achieve stronger national ownership for SRHR:

- Evidence-based culture within national and sub-national governments that use data to drive legal, financial, policy and quality of care decisions and actions.
- Strengthened legal, financial, policy and quality of care demonstrated through leadership by national and sub-national governments.
- Functional and sustainable accountability systems that track SRHR commitments and key indicators and use this evidence to hold leaders to account.

### **RISE programme**

The 5-year UK aid funded 'Reducing high fertility rates and Improving Sexual reproductive health outcomes in Uganda' programme (RISE) began in November 2018 with the goal of increasing the uptake of modern contraceptive use in seven major regions of Uganda. The RISE consortium is led by MSI Uganda.

Options is supporting Output 4 of the RISE programme during the period September 2021 to the end of project (October 2023), with a specific focus on strengthening accountability for a supportive environment for sexual reproductive health and rights (SRHR). The key objective of Output 4 is to develop the capacity and interest of local actors at the sub-national and national levels to engage with and hold government accountable in building a supportive environment for reproductive health services. Options will provide technical support to MSI Uganda and the respective CSOs and work closely with consortium partners to deliver Output 4, with a specific focus on the sub-national level.

Currently, our Uganda portfolio consists of the WISH2ACTION and RISE programmes.

Based in Kampala, the Finance Manager is responsible for the efficient, timely and accurate provision of Financial Accounting for all Uganda programmes, compliant with Options quality standards and procedures and donor requirements. The postholder will

also be involved in donor reporting, interpretation of financial information and advising senior management on financial decisions. In addition, the post holder will be responsible for complying with Uganda's taxation law and other legal requirements.

Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.

## **Main duties**

### **Finance tasks**

- Record and substantiate financial transactions by quality assuring expense documents, approvals, and budgets
- Lead on supporting audit processes, alongside programme manager and business accountant
- Provide detailed quality assurance on budget development and management by programme manager, and support work planning and budgeting processes
- Prepare accurate monthly and quarterly financial reports for the Country Lead, internal Options reporting, donor and programme board, and as required, including expense reports, bank reconciliation, profit and loss, balance sheet, budget and forecast.
- Lead on invoice management, with support of programme manager
- Act as procurement committee member and evaluate financial proposals, taking into consideration value for money and inclusion
- Prepare statutory payments and filings
- Verify, allocate, post and reconcile transactions
- Prepare payroll in line with local statutory requirements ensuring Options Uganda is making and remitting the necessary employee and employer deductions
- Ensure financial information is secure in line with Options policies and procedures
- Maintain petty cash imprest system and mobile money account
- Act as designated anti-money laundering officer
- Contribute to Management Accounting cycle in line with the Options monthly schedule.
- Lead on tracking of profit across the programme including reporting and forecasting profit accurately
- Maintain accounting controls by preparing, and monitoring policies and procedures
- Reconcile financial discrepancies by collecting and analysing financial information, and reporting to the Team Leader

### **Capacity building and teamwork**

- Provide mentoring and capacity building support to Programme Officer and other staff as needed
- In the spirit of teamwork, provide flexible support to colleagues across Options and the consortium

- Contribute to the development of team tools/sharing best practice within the team/organisation.
- Cover for colleagues in their absence.
- Take on line management responsibility as required. These will include, but not limited to, conducting ongoing performance management of team members, including annual appraisals and leading and / or supporting the recruitment process for new team members

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

<b>Signed by:</b>	<b>Date:</b>
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## Person specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Member of recognised accounting professional body, such as Institute of Management Accountants or Chartered Institute of Management Accountants	✓	
Bachelor of Commerce, Business Administration, or related undergraduate degree	✓	
<b>Experience</b>		
Significant experience supporting programme finances and administration of government or donor-funded programmes in a similar role	✓	
Experience of managing payroll and related systems and policies	✓	
Experience providing administration and logistical support to team colleagues over multiple locations		✓
Experience in procurement according to best practice guidelines	✓	
Experience in line managing a finance and administration team to deliver results, including remote		✓

management Experience of working as part of an international organisational and providing reporting information		✓
<b>Skills and attributes</b>		
Strong administration and organisational skills, excellent time management	✓	
Excellent verbal and written communication skills	✓	
Excellent numeracy and financial skills, with strong attention to detail and accuracy	✓	
High level IT proficiency, competent user of Microsoft Office (including Microsoft Excel and Word)	✓	
Proficient with accounting software, including QuickBooks.	✓	
An ability to work independently and as part of a wider team, supporting team members across multiple locations	✓	
Ability to meet deadlines and work under pressure	✓	
Interest in and knowledge of health development issues		✓
<b>Other requirements</b>		
Pro-choice	✓	
Commitment to equal opportunities	✓	
A commitment to the programme's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	✓	
Fluency in written and spoken English	✓	
Proof of rights to live and work in Uganda	✓	