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| **JOB TITLE Finance Director - EMPOWER FCDO Funded Programme in Uganda** |
| **TEAM/PROGRAMME: TBC** | **LOCATION: Kampala Uganda** |
| **GRADE**: TBC | **CONTRACT LENGTH: Five Year (60 months) April 2024 – March 2029** |
| **CHILD SAFEGUARDING:**Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **INTRODUCTION:**Save the Children (SC) is a global leader in humanitarian and development programming worldwide, working as the preeminent voice for children for 100 years. SCI is the world's largest independent child rights organization, underpinned by a vision in a world in which every child attains the right to survival, protection, development, and participation. SCI mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives. SCI has worked in Uganda since 1959 to ensure that Uganda’s children are healthy, safe, and educated and is currently active in 36 districts directly reaching 551,928 children and 239,246 adults with both humanitarian actions, and longer-term solutions. Under the FCDO (Foreign, Commonwealth & Development Office) EMPOWER call for proposals, Save the Children is seeking a dynamic and experienced Finance Director. This position will be responsible for implementing and/or coordinating all financial support functions for EMPOWER programme in Uganda.The Empowering Women for Better Reproductive Health Outcomes Program (EMPOWER) is slated as a five-year endeavour spanning from May 2024 to 2029, strategically targeting 70-80 districts within Uganda. This initiative is set to be executed in collaboration with support from FCDO. Its overarching objective is to align with key objectives outlined in Uganda's National Development Plan (NDPIII), Health Sector Development Plan (HSDPII), National Family Planning Costed Implementation Plan (FP-CIP II), and the Total Market Approach Strategy (2020-2025). |
| **ROLE PURPOSE:** Save the Children is seeking a dynamic and experienced Finance Director for an anticipated five-year family planning/reproductive health project -EMPOWER in Uganda, funded by the UK Foreign, Commonwealth Development Office (FCDO). As the Finance Director for the EMPOWER programme, your role is pivotal in supporting the Programme Director in achieving the EMPOWER goals. Building on Save the Children's legacy as a global leader in humanitarian and development programming, the Finance Director will bring a strategic financial leadership perspective tailored to the unique needs of the programme, particularly in alignment with FCDO guidelines. The responsibilities of this role extend beyond traditional finance management; as the Finance Director play a central role in consortium management, ensuring effective coordination and collaboration among partners. The FD expertise will be instrumental in navigating the complexities of financial oversight within the context of the EMPOWER programme, maximizing impact and efficiency.‘Empowering Women for Better Reproductive Health Outcomes Programme (EMPOWER)’ is a five-year project spanning from May 2024 to 2029 targeting 70-80 districts in Uganda. Funded by FCDO, its overarching objective is to align with key objectives outlined in Uganda's National Development Plan (NDPIII), Health Sector Development Plan (HSDPII), National Family Planning Costed Implementation Plan (FP-CIP II), and the Total Market Approach Strategy (2020-2025).Please note that the position is contingent upon receipt of the award from the donor. |
| **Reports to: Consortium Director****Staff directly reporting to this post: TBC****Budget Responsibilities: *$TBD*** |
| **KEY AREAS OF ACCOUNTABILITY:****Key Accountabilities*** Possess excellent knowledge of finance and accounting principles.
* Ensure clarity of roles and responsibilities within the finance unit.
* Demonstrate a robust understanding of all relevant regulations and policies, including those of the donor (FCDO) and Save the Children, notably finance policies and procedures, child safeguarding policy, code of conduct, fraud prevention policies, anti-bribery and corruption policy, and whistleblowing policy.

**Overall Responsibility*** Serve as the overall director of finance across the consortium overseeing all finance-related activities.

**Payment Review*** Ensure proper authorization and administration of all financial transactions within the consortium, aligning with SC and FCDO policies.
* Conduct monthly recharges processing and daily transaction matching on Agresso.

**Financial Record*** Manage the electronic spreadsheet/format for receiving and disbursing funds; coordinate the preparation and timely submission of monthly financial reports and other reports to the CO Abuja as required. Ensure accurate keeping of account books (electronic and paper) for the state office.
* Ensure adequate safeguarding of all vouchers manually and electronically.
* Ensure adequate safeguarding of all financial instruments.
* Preparation and submission of monthly Balance Sheet Reconciliations to CO Abuja

**Cash and Budget Management*** Coordinate with the Line manager to ensure timely and appropriate cash flows, matched with the operational needs of the state office and budget forecasts, and in line with SC policies and donor requirements.
* Ensure that the Project Director/Manager receives timely and accurate information to inform activity planning and forecasts.
* In collaboration with the line manager, support monthly budget phasing and annual pipeline analysis as well as BVA commentary for specific award.

**Partner Management*** Review partners financial reports and reconcile accounts.
* Support state teams in providing administrative and technical support to partners, ensuring timely submission of financial documentation and reports.
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| **SKILLS AND BEHAVIOURS (our Values in Practice)****Accountability:*** Accuracy and timeliness in all areas of responsibility.
* High level of accuracy in work, and ability to analyse complex sets of relationships and situations.
* Holds self and others accountable.

**Ambition*** Creating best-in-class EA function
* Future-orientated, thinks pro-actively.

**Collaboration:*** Working effectively with stakeholders to achieve common goals.
* Excellent communication and interpersonal skills.
* Builds and maintains effective relationships, with their team, colleagues, members and external partners.
* Approachable, good listener, easy to talk to.

**Creativity:*** Designing more effective admin systems
* Willing to take disciplined risks

**Integrity:*** Honesty, encourages openness and transparency, demonstrates highest levels of integrity.
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| **SKILLS & EXPERIENCE****Administrative & General Skills*** ***Essential Criteria***
* Qualified Chartered Accountant with minimum 10 years of post-qualification experience.
* At least 7 years of experience in a bi-lateral or multi-lateral agency financed programme in Uganda (or an African nation).
* Knowledge and expertise in the field of project preparation, commercial negotiations, financial management, internal controls/systems development, accounting, auditing and reporting
* Ability to problem solve efficaciously exercising good judgement will be an asset.
* ***Desirable Criteria***
* Good training and facilitation skills (for financial training/support to partners).
* Ability to multi-task, engage in long-term planning, meet deadlines, and handle last-minute demands; exercise patience, and adapt to changing circumstances.
* Ability to be creative and proactive health service improvement is essential.
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