



Department
for International
Development



VACANCY ANNOUNCEMENT: EXTERNAL

DEPARTMENT FOR INTERNATIONAL DEVELOPMENT

DFID UGANDA

POSITION: B1 FINANCIAL ANALYST (FA)
SALARY: UGX 88,493,556 – UGX 130,925,791 pa
DURATION: PERMANENT
REFERENCE NO: UGA/0217

Summary of the role

To support the local Finance Manager (FM) in delivering assurance to the Head of Office / Department on the financial position and current performance so that effective action is taken on a timely basis.

In providing regular, robust financial information and detailed analysis to the office/department, FM and central finance, the role will be important in providing and embedding high quality financial management throughout the operational business.

Key accountabilities and responsibilities

- Lead in the extraction, consolidation and quality assurance of key financial information and analysis, particularly around spend, budgets and forecasts. Support the Finance Manager in preparation of additional finance information, e.g. thematic pillar reporting, ODA and pipeline analysis.
- Facilitate regular challenge meetings with local budget holders/managers and provide regular support to promote accountability, help ensure VFM is delivered and enhance financial understanding.
- Assist the Finance Manager in improving local finance awareness and capability. Provide support to local staff in planning and discharging their financial responsibilities and in interpreting partner reports/evidence.
- Assist in resource budget bids and in-year adjustments, appreciating the link between resource allocations and results.
- Support the FM in the preparation of corporate returns, such as projected outturn, accounting packs, large cash payment forecasting (by providing funding estimates), budget transfers and prepayments & accruals; and post associated journals.
- Support the FM in the communication and delivery of corporate policies and initiatives such as Finance for All.
- Support programme staff and Advisors on financial aspects of programme design and implementation and on-going monitoring and reporting, through engagement and effective challenge. Support the FM in priority work areas, such as partner portfolio and payment structures and mapping of delivery chains.
- Contribute to the maintenance and strengthening of the internal control environment to mitigate risks by performing reconciliations, supporting compliance with key finance processes such as overseeing scanning of invoices to the UK central team and highlighting control weaknesses identified in processes, as part of this, retain an oversight of cash and cheque receipts and payments (including petty cash counts) in the local office and monitor, report on and facilitate compliance with PO & receipting practices. Contribute to the effective preparation for audit and compliance visits and assist in the delivery of recommendations.

- Provide an efficient and effective service as ARIES Liaison Officer and distribute ARIES communications across the DG area.
- Review support documents for the preparation of the Local staff payroll.
- Support Programme Managers with the review of partner Audit reports.
- Support the Commercial Manager to oversee/quality assure the delegated procurement function within the office.

Core UK civil service competences

Candidates should be able to clearly demonstrate in their application examples of the following competencies:

- ① **ACHIEVING COMMERCIAL OUTCOMES**
- ① **LEADING AND COMMUNICATING**
- ① **DELIVERING AT PACE**
- ① **DELIVERING VALUE FOR MONEY**
- ① **MAKING EFFECTIVE DECISIONS**
- ① **CHANGING AND IMPROVING**

Details of the above UK Civil service competencies are available at <http://www.civilservice.gov.uk/wp-content/uploads/2012/07/Civil-Service-Competency-Framework-July-2012.pdf>

Qualifications and Experience

- ① The candidate must hold or be studying (final stage) towards ACCA, AAT, CCAB or CIMA, or equivalent qualification; or someone who has undergone a period of equivalent structured training and accreditation in a specialist area of finance.
- ① Two years' experience at middle management level in Finance or related field.

FOR MORE INFORMATION ABOUT THIS POSITION & TO DOWNLOAD THE APPLICATION FORM, PLEASE FOLLOW THIS LINK

<https://www.gov.uk/world/organisations/dfid-uganda/about/recruitment>

IMPORTANT – HOW TO APPLY

- ① **The candidate must complete the correct application form (AVAILABLE ON THE LINK ABOVE) and send it to: AfricaHRHubRecruit@DFID.GOV.UK with a copy of their most recent CV including a well written Covering letter of no more than 1000 words.**
- ① **Please quote the following reference number when applying "UGA/0217". Failure to do so may result in your application not being viewed.**
- ① **Closing date of applications is MIDNIGHT ON 6 NOVEMBER 2017. Applications shown as being received after this time will not be accepted.**

DFID is committed to equal opportunities and staff development