

MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

THE RESOURCE ENHANCEMENT AND ACCOUNTABILITY PROGRAMME (REAP)

TERMS OF REFERENCE FOR THE POSITION OF PROGRAMME FINANCE SPECIALIST/HEAD OF FINANCE AND ADMINISTRATION

A. BACKGROUND

The Government of Uganda (GoU) has, since the early 1990s, been pursuing strategic reforms in Public Financial Management (PFM) systems aimed at supporting Government's goal of poverty eradication through the achievement of good governance, sustainable growth targets and a stable macroeconomic environment as reflected in the National Development Plan and Vision 2040.

Government is implementing the Public Financial Management (PFM) Reform Strategy (July 2018-June 2023), coordinated through the Ministry of Finance, Planning and Economic Development. A Public Expenditure Management Committee (PEMCOM) of Government, Development Partners and Civil Society (represented by the Civil Society Budget Advocacy Group (CSBAG)) is in place to provide an avenue for dialogue and policy guidance for the PFM Reforms. The Resource Enhancement and Accountability Programme (REAP) is the prime framework for implementation of the reforms.

A PFM Reforms Coordination Unit (RCU) was established to facilitate implementation of reforms under REAP, provide secretariat for the PEMCOM and support selected high value service delivery projects currently, The Global Fund to Fight Aids, Tuberculosis and Malaria, and the Uganda Inter-Governmental Fiscal Transfers (UgIFT).

The programmes are jointly funded by the Government of Uganda and development partners. The Development Partners include Denmark, the European union (EU), and Germany through a joint Basket Fund for REAP; the Global Fund to Fight Aids, Tuberculosis and Malaria for the Global Fund Grants; and the World Bank for the Uganda Intergovernmental Fiscal Transfers Program (UgIFT).

Implementation of these Programmes is by and through the Government Ministries, Agencies and Local Governments ("the implementers") in accordance with their mandates), and involves a significant amount coordination effort at all levels. This coordination requirement is met through provision of contract staff supporting the Government Task Manager.

The Ministry of Finance, Planning and Economic Development wishes to engage the services of a Programme Finance Specialist/Head of Finance and Administration to be responsible for providing overall technical support to the functions of finance and administration under PFM Reforms Coordination Unit. He/ She will report to the Coordinator.

B. JOB OBJECTIVE

The objective of the role of Programme Finance Specialist/Head of Finance and Administration is responsible for the finance and administration functions of the PFM Reforms Coordination Unit and ensure development and implementation of efficient procedures and operations for implementation of annual work plans and budgets and ensuring fiduciary assurance and quality reporting on programme financial performance of the supported Programmes.

He/she will oversee all aspects of financial, administration and general management, ensure that programme policies and procedures are effectively implemented and complied with, and ensure efficient and effective utilisation of programme resources.

He/she will be responsible to:

1. Provide overall supervision and management of the programme financial management and accounting, budgetary control and the human resources/administration functions.
2. Formulate, update, and implementing the approved financial management manual, in line with the programme financial management framework and in compliance with GoU and Development Partners financial requirements.
3. Prepare programme financial reports as required by GoU and Development Partners for all funds the programme.
4. Advise the Coordinator on all finance related issues so as to manage and minimise financial risks.
5. Take a visible leadership role by working with the Coordinator in the strategic management of the programme financial resources.
6. Establish, implement and undertake regular review of the system of internal financial control in compliance with the financial management manual.
7. Ensure the implementation of all financial provisions in the Agreements with Development Partners.
8. Facilitate the programme funding application, budgeting and work planning processes.
9. Carry out periodic analysis of budget performance (at least quarterly) and advise the implementing entities on requirements to ensure that planned activities are managed within the available resources.
10. Follow-up on disbursements/funds releases and ensure timeliness and adequacy of funds at all times to implement programme activities, and liaise with the implementers to ensure timely accountability for funds disbursed to them.
11. Liaise with the internal and external stakeholders: the internal auditor of MFPED, Government Departments/Institutions, Development Partners, Banking Institutions, and external auditors, to ensure the proper and timely management and administration of all audits for the programme in line with the respective Agreements, and take necessary steps to ensure that all issues arising out of audits are dealt with.
12. Ensure maintenance of proper records, periodic reporting of all financial transactions, forecasting commitments and disbursements.
13. Prepare quarterly and annual financial statements and reports in compliance with financial reporting requirements.

14. Handle all matters of general office operation and administration, human resources management and development including implementation of the programme staff structure, performance management, payroll management and staff welfare.
15. Maintain the programme Human Resources Policy and Procedures Manual to provide a framework for matters related to the management and administration of staff.
16. Perform any other duties assigned from time to time

C. DELIVERABLES

Finance and Accounting

1. An efficient and effective financial management system.
2. Programme Annual and Quarterly Budget Estimates consistent.
3. A working financial management manual and guidelines.
4. Quarterly certificates of bank balances.
5. Programme quarterly internal audit and annual audit reports.
6. Quarterly, semi-annual and annual financial reports.
7. Up to date programme assets register.
8. Financial records and documents.
9. Quarterly reports on implementation of audit recommendations.
10. Monthly bank accounts reconciliation.
11. Monthly financial performance reports.

Operations and administration

1. Up-to-date budget and expenditure plans.
2. Monthly staff payroll and payment reports.
3. Quarterly, semi-annual and annual reports on the performance of long-term consultants.
4. Logistics schedules and updates thereof.
5. Human resources management report.
6. Updated staff files including staff performance plans and appraisals reports.
7. Up to date stores register.
8. Consolidated programme staff training plans and reports.

Reporting Obligations

1. Quarterly Budget performance reports.
2. Quarterly performance reports.
3. Half-yearly report to the Task Manager, on the overall performance of the programme.
4. Quarterly Internal Audit Reports.
5. Any other Reports as may be requested by Government from time to time.

D. JOB REQUIREMENTS/QUALIFICATIONS AND EXPERIENCE

Education

1. Must have an honours degree or its equivalent in accounting, finance, business administration, or related discipline from a recognized university.
2. Must be a professionally qualified accountant with post-qualification membership of a professional accounting body recognised by the International Federation of Accountants (IFAC) or the Institute of Certified Public Accountants of Uganda (ICPAU).
3. Must have a masters degree in a related field from a recognized university.
4. Training in project management, and/or human resources management and administration is an added advantage.

Required knowledge

1. Understanding of GoU financial management policies and regulations.
2. Understanding of accounting for donor funds.
3. Understanding of risk management practices.
4. Understanding GoU administrative procedures.

Required skills

1. Advanced information technology skills and expertise, including the operation of automated financial management systems. Working knowledge of the Gou integrated financial management system is an added advantage.
2. Good oral and written communication skills.
3. Excellent interpersonal skills, including the ability to relate well with a multiplicity of stakeholders.
4. An unquestionable level of personal integrity.

Experience

1. A minimum of ten (10) years working experience in managing public sector programmes specifically with multiple development partner funded programmes and/or projects is required, with at least four years in a similar position in an organisation of comparable complexity.
2. Demonstrated experience of at least five years in managing a finance and administration function.
3. Experience and familiarity with the use automated financial management systems is an added advantage.

E. TERMS OF CONTRACT

The Programme Finance Specialist/Head of Finance and Administration shall be appointed on a contract for one year, renewable based on need and satisfactory performance.