

**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
FUNDS COORDINATION UNIT OF THE GLOBAL FUND GRANTS**

**TERMS OF REFERENCE AND SCOPE OF SERVICES FOR
SENIOR FINANCE OFFICER**

BACKGROUND

The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) is an international partnership that provides grants to lower income countries with high disease burden such as Uganda. Specifically, it focuses on prevention and control of the three diseases HIV/AIDS, Malaria and Tuberculosis. The Funds Coordination Unit (FCU) was set up under the Ministry of Finance, Planning and Economic Development (MoFPED) as the Principal Recipient (PR) to provide oversight over implementation of the Grants. Implementation of the programs is a responsibility of the Ministry of Health (MoH).

The overall objective of the FCU is to support MoFPED to ensure effective and efficient operation of the interventions supported by the Global Fund resources and it is intended to strengthen the decision by the Government of Uganda (GoU) to use its national mechanisms, as articulated in the 2006 Long Term Institutional Arrangements (LTIA) strategy. The FCU functions are vested in Public Financial Management (PFM) Reforms Coordination Unit (RCU)

Government wishes to engage services of a senior finance officer under the FCU.

A. OBJECTIVE

Reporting to the Programme Finance Specialist, the Senior Finance Officer(SFO) will facilitate the Principal Recipient's oversight over the Global Fund Grants including; Grant Financial Management, Financial Risk Management, Fiduciary Assurance, and Financial Data Integrity among others.

B. ROLES AND RESPONSIBILITIES

1. Facilitate the timely documentation of the financial risks, including appropriately identifying root causes, the risk mitigating measures and their related timelines as well as possible mitigation responses.
2. Review accuracy and completeness of financial data such as grant budgets, expenditure, cash balances, proposed reallocation, and the associated financial indicators (Absorption, Budget Execution, Agreed Management Actions and Management Letters Response Times, etc.), for the Funds Coordination Unit as assigned by the Principal Recipient.
3. Support the Ministry of Health (MoH) in reconciliation and follow up of advances to staff and sub-recipients.
4. Provide technical guidance to the program finance team in the financial management activities of the assigned programs.
5. Take a proactive role facilitating 'no objection approvals' so as to assess the adequacy of inputs into the financial management systems.
6. Facilitate the review of program management commentary for various assurance teams, and provide follow up mechanism on financial management aspects as documented in management letters, performance letters, implementation letters, appraisal reports and other Grant documents.
7. Participate in the grant writing process and ensuring financial management issues are taken into account in the grant agreements and the associated documentation.
8. Participate in the monitoring and validation of the country co-financing commitments as per the grant agreements and resource mobilization initiatives.

9. Foster innovation and support efficient implementation that will deliver better funds utilization by monitoring internal controls, and rapid problem identification and action planning.
10. Undertake program finance spot checks and desk supervision reviews using a risk-based approach and generate quarterly oversight supervision reports aimed at enhancing performance ratings by the Global Fund.
11. Coordinate the oversight role of optimal non-compliant expenditures and timely settlement of any demand letters as communicated to the Principal Recipient by the Global Fund.
12. Support PR efforts aimed at tracking the Pooled Procurement Mechanism (PPM) related disbursements towards accurate financial reports and fully reconciled delivery schedules.
13. Facilitate the Public Financial Management Reform interventions across the Global Fund grants portfolio with formal escalation of exceptions to management.
14. Perform any other duties as assigned by management from time to time.

C. EDUCATION

1. A bachelors degree in a relevant field, with and advanced degree in finance (Masters in Finance or MBA Finance) or a related qualification, OR Professional Accounting Certification or Finance Certification (ACCA, CPA, CA, CIMA, CFA).
2. Membership of “Good Standing” category with the Institute of Certified Public Accountants or a similar an international professional accountancy body is required.

D. EXPERIENCE

1. A minimum 6 years of relevant experience in the program finance with similar reputable institutions, with particular expertise in supporting and implementing financial management operations for donor funded projects/programs.
2. Sound knowledge of health, social or public finance sector interventions.
3. Experience in supporting multiple donor funded operations.
4. Experience in the review of financial management policy documents.
5. Proficiency in Microsoft Office computer applications and operational knowledge of automated financial management Systems is required. Hands on experience with Government of Uganda integrated financial management system (IFMS) is an added advantage.
6. Expert knowledge of International Public Sector Accounting Standards (IPSASs), International Financial Reporting Standards (IFRSs) and International Standards on Auditing (ISAs) will be added advantage.
7. Good understanding of cross-cutting issues beyond financial management (e.g. procurement, governance, programming, monitoring and evaluation, donors’ practices) in the public sector.
8. Strong planning, organization, and time management skills.

E. REQUIRED COMPETENCIES

1. Well-developed analytical skills and the ability to synthesise information quickly.
2. Highly organized, reliable attention to detail and ability to work independently.
3. Excellent communication and inter-personal skills, and the ability to establish and maintain effective working relationships with a multiplicity of stakeholders (colleagues, partners, external actors and allies).
4. Ability to work under-pressure, meet deadlines, prioritize workload and multi-task.
5. Mature work practices, highly motivated, demonstrated sound judgment and the ability to respond positively to mentoring and direction
6. Capacity of performing all assigned tasks with self-sufficiency and minimal guidance.

F. CONTRACT ARRANGEMENTS

The assignment is intended for a period of one (1) year, but may be renewed based on need and satisfactory performance.