



Block 244, Plot 5151 Majid Musisi,

Kampala, Uganda

info@teachforuganda.org

Title: Finance Coordinator

Position: 1

Reporting to: Managing Director

Contract Duration: 1 year (renewable)

Duty Station: Head Office

About Teach For Uganda

We are an indigenous nonprofit organization that nurtures leaders who are committed to advancing equitable access to quality education for children in low-income communities in Uganda through a two-year teaching fellowship. We recruit, train and place graduates from varied academic backgrounds to serve as full-time teachers (fellows) in underserved primary schools to improve foundational literacy and numeracy skills for kids while developing their leadership skills. Our fellowship is also open to government teachers who are committed to transforming their classroom practice and professional development. Post fellowship, our alumni become lifelong advocates of quality education as community leaders, social entrepreneurs, and policy influencers collectively addressing the systemic challenges that hinder children from fulfilling their potential. We currently operate in 7 districts i.e., Mukono, Bugiri, Namayingo, Buikwe, Mayuge, Namutumba and Kayunga. Partnership engagements are underway for 3 additional districts to be brought on board by August 2023. Our goal is to develop over 1,700 leaders who will impact a quarter a million children by 2025.

Position overview

The Finance Coordinator will oversee the Finance Department, and he/she will be responsible for Financial Management and oversight, Financial Reporting, Financial Control and accounting and budget management. Additionally, he/she will analyze financial information, prepare accurate and timely financial reports and statements, and ensure appropriate accounting control procedures that will drive the organization's success. The Finance Coordinator will work closely with management to develop and implement strategies and plans to achieve the Organizations long-term objectives. This position reports to the Managing Director.

Roles and Responsibilities

Financial Management & Oversight (30%)

- Provide leadership, and financial insights to the finance and accounting areas of the organization, proposing and implementing improvements in operational management processes to increase efficiency.
- Manage, coach and train the Finance Officer for the effectiveness of the departmental operations.
- Maintain control of the following areas: general ledger, accounts payable, expense reports, and payroll.
- Ensure full compliance with Uganda Revenue Authority, NGO Board and returns requirements and be the key contact with bank support personnel and Tax Advisors
- Ensure accurate and timely financial reporting for decision making and overall responsibility for maintenance of internal control systems
- Collaborate with the budget owners/manager/ Operations team to ensure that expenditures as per the budget.



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- Hold periodic meetings with Managing Director for all TFU's accounting needs and deliverables. Prepare a variety of ad hoc financial scenarios as requested.

Financial Reporting (30%)

- Ensure the monthly budget balances report is up to date and shared with budget holders. Minimize the number of errors from the team reports through constant feedback.
- Confirm expense codes on all requests as they are received, correct where necessary through the budget manager.
- Prepare, analyze, and submit accurate monthly financial and management reports, including; income statement, balance sheet, budget and variance, projections and forecast, and cash flow.
- Coordinate the preparation of the audited financial statements and all tax returns

Financial Control & Accounting 20%)

- Observe and implement all TFU's accounting systems, payments, bookkeeping, statutory filing, revenue management, and improvement of payment systems
- Ensure that all financial transactions are processed accurately, in a timely manner, in accordance with generally accepted accounting principles through the Quick books system, identifying and correcting any variances.
- Develop, implement, and maintain processes and controls that are current best practices related to transaction processing.
- Manage, oversee, and process all of the following transactions: payroll, accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.
- Perform month-end closing procedures, including account reconciliations, and updating schedules.

Budget Management (20%)

- Support budget managers to prepare annual budgets and provide clarity where needed.
- Ensure budgets are entered into the accounting system.
- Share monthly and quarterly BVA reports with budget holders for ease of planning.
- Monitor the budget memos and update the approved budgets in Quick books with the Budget Memos where needed
- Offer periodic training or refresher training to the teams aimed at improving financial management, discipline and accountability as stipulated in our policies and procedures.

Qualifications

- BSc. in Finance, Accounting or Business Administration or Commerce with CPA or ACCA Level II with proficiency in Ms Excel and Quickbooks.
- Finance & Accounting experience working in a non-profit environment.
- **7 years** of experience in finance and accounting auditing, and financial analysis (including gathering, evaluating, presenting, and reporting financial information to management and external stakeholders). You should also have **at least 3 years** of managerial experience leading finance teams and cross-function collaborations.
- Proven experience handling \$1+ Million annual budgets.



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- Solid experience in coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting.
- Entrepreneurial drive, proven ability to take ownership, lead the team's combined learning and a collaborative, data-oriented approach to problem-solving.
- Fits our Core Values. Learn more by looking at Teach For Uganda's core values [here](#)

Knowledge, Skills, Abilities

- We are seeking a results-oriented, highly competent individual with exceptional strategic-thinking, organizational, management and communication skills
- The ideal candidate is passionate about Teach For Uganda's mission of nurturing leaders to advance equitable access to quality education for all children

TFU Core Values:

We put Children first: We put children at the center of everything we do and we work tirelessly to provide for them meaningful experiences that allow them to realize *their fullest potential*.

Sense of possibility: We believe that nothing is impossible and we work hard to achieve our goals above and beyond what is expected of us.

Constantly learning: It is only through learning that growth is achieved. We encourage reflection and appreciate feedback as a practice, constantly searching for new knowledge from books, research and articles to deepen our understanding and bring innovation to various aspects of our work.

Humility and respect: We treat each other with dignity and respect, appreciate each other's strengths, perceptions and experiences and acknowledge our own limitations. We value our relationship with communities, leaders, schools and parents and constantly engage them to advance our work of providing an excellent education to all children.

Teamwork: We support and challenge one another, work cooperatively with enthusiasm and appreciation, respect each other's views and make our work environment fun and enjoyable.

Pursuit of Excellence: It takes commitment to deliver quality service and each day we strive to be the best in our work, culture, relationships, and innovations.

How to Apply:

Please email your resume with 3 professional referees and a one-page cover letter to jobs@teachforuganda.org. Please indicate the position applied for in the subject line of your email by **18th July, 2023**. Your cover letter should include why you are interested in Teach For Uganda and in this position. **Applications will be reviewed on a rolling basis.** Only short-listed candidates will be contacted. For more information about Teach For Uganda, visit us at www.teachforuganda.org



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