
Job Title: Finance Officer

Ref No: TFU/25/010

Position: 01 Vacancy

Reporting to: Finance Manager

Duration: 1 Year (Renewable)

About Teach For Uganda

Teach For Uganda (TFU) is an indigenous non-profit organization dedicated to nurturing leaders who advance equitable access to quality education for children in low-income communities. Through a two-year teaching fellowship, we recruit, train, and place graduates from diverse academic backgrounds as full-time teachers in underserved schools to enhance foundational literacy and numeracy in primary schools while fostering leadership development. Post-fellowship, our alumni become lifelong advocates for educational equity as community leaders, social entrepreneurs, and policy influencers. Since its inception, TFU has impacted over 86,000 children across 183 schools in 12 districts. Currently, we have 182 alumni and over 280 active fellows teaching in 147 schools across Kayunga, Mukono, Buikwe, Bugiri, Namayingo, Buliisa, Kibaale, Hoima, Kikuube, and Kagadi.

Position Overview

The Finance Officer will support the Finance Manager in maintaining accurate financial records, ensuring compliance with organizational and donor policies, and managing day-to-day financial operations. This role requires strong attention to detail, integrity, and the ability to work independently to support effective financial management.

Performance Objectives

Financial Recordkeeping & Compliance (40%)

- Maintain up-to-date and accurate accounting records in QuickBooks in accordance with Generally Accepted Accounting Principles (GAAP) and in line with TFU's financial policies and procedures
- Process and ensure proper approval of all payment vouchers, maintaining sequential order and completeness of documentation.



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- Liaise with the Procurement Officer to obtain original supporting documents (e.g., invoices, receipts) for timely processing of payment vouchers.
 - Maintain an organized, secure, and easily retrievable filing system for all financial records for audit and compliance purposes
 - Regularly update and monitor schedules of TFU debtors and creditors; submit weekly status reports to the Finance Manager.
 - Maintain and update the monthly Withholding Tax (WHT) schedule, ensuring timely filings and reconciliations.

2. Financial Reporting and Analysis (30%)

- Contribute to the timely preparation of monthly financial reports, including management accounts and donor reports.
- Perform monthly bank reconciliations and account schedules by the 1st working day of the following month.
- Oversee requisition and accountability processes, ensuring expenses are correctly coded to respective budget lines and aligned with approved work plans and cost-sharing guidelines.
- Assist the Finance Manager in audit preparation, ensuring completeness, accuracy, and transparency of financial documentation.
- Process payments in accordance with approved organizational budgets and payment procedures.
- Verify supporting documentation for accuracy, completeness, and compliance with donor requirements.
- Maintain an updated record of accounts payable and receivable and follow up on outstanding balances.

3. Compliance and Internal Control (20%)

- Execute month-end closing processes including ledger reconciliations, FlexiPay, and debit card transactions.
- Monitor and enforce internal financial controls, ensuring proper audit trails and documentation.
- Provide support during both internal and external audits and implement audit recommendations
- Ensure compliance with TFU's financial policies and donor regulations.

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- Support the Finance Manager in the implementation and monitoring of internal financial controls.
 - Provide orientation and training to new staff on financial procedures when needed

4. Budget and Cash Flow Management (10%)

- Assist the Finance Manager in budget preparation and monitoring.
- Monitor monthly expenditure against budgets and report variances in a timely manner.
- Support in the preparation of cash flow forecasts

Required Qualifications, Skills and Experience:

- Bachelor's degree in accounting, Finance, Commerce, Business Administration or a related field.
- At least Level II of professional Accountancy body such as ACCA, CIMA, CPA is an added advantage.
- At least three (3) years of relevant experience in similar role with reputable organization, preferable INGO.
- Mandatory experience using QuickBooks online (accounting system entry, reporting, reconciliations). *Note: You must have hands-on, working experience with QuickBooks.*
- Experience working in an NGO or donor-funded organization is highly preferred.

Preferred Competencies

- Strong financial expertise and familiarity in management and accounting practices.
- Sound practical knowledge of accounting systems-QuickBooks.
- Auditing awareness (ISAs)
- Financial systems and records management & reporting in an NGO setting.
- Advanced knowledge of MS Excel, PowerPoint, Word, and Outlook.
- Attention to detail, organizational and time-management skills.
- Good analytical, numerical, and problem-solving skills.
- High levels of integrity, discretion, and accountability.
- Proven ability to work collaboratively across departments and with external stakeholders.
- Must be organized, dependable, results oriented and able to work independently and achieve results, with very minimal supervision

What We Offer

- Competitive salary and benefits package.
- Opportunities for professional development
- A collaborative, dynamic, and values-driven work environment.
- The opportunity to transform education in underserved communities in Uganda.
- A supportive team committed to children, learning, excellence, and collaboration.
- Membership in a global network of changemakers dedicated to educational equity.

TFU Competencies (for all TFU Staff)

- Put Children First in all actions and decisions.
- Embrace a Quest to Continuously Learn.
- Practice Humility and Respect for all.
- Foster Teamwork to achieve collective goals.

How to Apply:

Please email your resume with 3 professional referees and a one-page cover letter to careers@teachforuganda.org. Please indicate the position applied for in the subject line of your email by **19th September 2025**. Your cover letter should include why you are interested in Teach For Uganda and in this position. Only short-listed candidates will be contacted. For more information about Teach For Uganda, visit us at www.teachforuganda.org