



EMPLOYMENT OPPORTUNITY
(External Advertisement No. 6/2024)
POST: FINANCE OFFICER, re-advertised
OCTOBER, 2024

Muni University is a public university established by the Government of Uganda under Statutory Instrument, 2013 No. 31, in accordance with the Universities & Other Tertiary Institutions Act 2006 as amended. Muni University campus is located in Arua City in North-Western Uganda. Muni University in collaboration with eight partners is implementing a program titled “**Refugee and Host Community Youth Empowerment and Transformation Initiative (RETI)**” with support from the **Mastercard Foundation**. Under the **RETI Consortium**, Muni University in collaboration with Gulu University, Bishop Stuart University and six non-university partners: Finn Church Aid, DanChurchAid, Community Empowerment for Rural Development, PALM Corps, Meeting Point Kitgum, and Young African Refugees for Integral Development contributes towards the Young Africa Work Strategy of Mastercard Foundation.

The **RETI program** addresses unemployment challenges faced by young people (15-35 years) in 15 refugee-hosting districts in Uganda i.e. Southwestern region (Isingiro, Kikuube, Kyegegwa, Kamwenge, and Mbarara districts), Northern region (Kiryandongo, Lamwo, and Gulu districts), and West Nile (Adjumani, Arua, Koboko, Madi Okollo, Obongi, Terego and Yumbe Districts). The **RETI Program Management Unit (PMU)** is hosted at Muni University Campus in Arua City. The Project in its operations is strengthening local capacity of the consortium partners to become more responsive and innovative in supporting refugees and host community youth, and their communities. The program aim of the project is to improve access to quality, innovative and relevant education and skills development for refugees and host community youth transiting them into dignified and fulfilling work.

Muni University therefore, invites applications from suitably qualified candidates to fill in the position of **Finance Officer**. Typed application letters with supporting documents (copies of academic documents, national Identification card, evidence of work experience and any other relevant documents) should be addressed to the **University Secretary** and submitted as hard copies at the central registry – Muni University main campus- Arua City or at the **Liaison Office- A1 Lincoln flats** at Makerere University- Kampala to be received not later than **31st October 2024**. **Applicants who shall not hear from the recruitment team at the end of the recruitment exercise should consider themselves unsuccessful.** The detailed job descriptions and person specifications for the positions advertised can be viewed on Muni University web-site: www.muni.ac.ug

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UNIVERSITY SECRETARY/ACCOUNTING OFFICER



Job reference:	MU-RETI/PROJ/6.1/2024
JOB TITLE:	Finance Officer (1 Post)- Re-advert
Responsible to:	University Bursar
Responsible for:	Admin & Finance Assistant
Work status:	Full time
Terms of employment:	One (1) year contract renewable subject to satisfactory performance and availability of funds
Duty Station:	Muni University, Arua City, Uganda

Purpose of the Job

Ensuring effective financial management and reporting for Muni University as a partner in the RETI project by providing hands on support in the areas of financial management, budget monitoring, and compliance to ensure transparency and accountability in the use of project funds.

Key Responsibilities

1. Financial management

- a) Process all the financial transactions, including payment of salaries, activity disbursements, receipts, and payments, and ensure accurate and timely recording.
- b) Work closely with the RETI Finance Manager to ensure timely submission of monthly and quarterly financial reports to the Lead partner.

2. Budgeting and forecasting

- a) Collaborate with program teams to develop and review the detailed annual and quarterly budgets for Muni University aligned with the program activities, interventions and outputs.
- b) Monitor budget utilization, track expenditures against approved budgets, and provide program accountability.
- c) Prepare routine budget variance analysis reports for decision making by working closely with the program team on budget development/reviews, cost monitoring and budget-reporting requirements.

3. Financial reporting

- a) Prepare monthly cash books and bank reconciliations for all the project accounts.
- b) Prepare and submit timely and accurate program financial reports for Muni University in compliance with applicable financial reporting standards and guidelines.
- c) Generate the standard financial statements, and other financial reports as required.
- d) Maintain a detailed Assets Register for all the program assets.
- e) Safeguard all the program assets under your custody.
- f) Maintain all the ledgers for the project.

4. Cash flow management

- a) Monitor the cash flow requirements of Muni University and ensure availability of funds to cover program expenses.
- b) Coordinate cash disbursements and monitor cash balances to optimize fund utilization.

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- c) Timely coordination of program accountability to ensure funds are used for the approved program activities.

5. Audit and compliance

- a) Timely coordination of both the internal and external audits and ensure timely implementation of audit recommendations.
- b) Ensure adherence to funding regulations and guidelines.
- c) Timely filing of returns for NSSF and PAYE.

6. Procurement and audit oversight

- a) Support procurement processes, ensuring transparency and compliance with procurement policies and regulations.
- b) Support program procurement audits.
- c) Verify and file both financial and non-financial documents related to the procurement processes.

7. Financial monitoring and internal controls

- a) Establish and maintain strong internal controls to prevent financial mismanagement and fraud.
- b) Conduct regular financial reviews and reconciliations.

Person Specifications

1. Should possess Bachelors' degree in Finance, Accounting or Business Administration (Accounting Option).
2. Should possess a minimum of **level three (3)** CPA or ACCA.
3. Should have a minimum of 3 years of experience in financial management, budgeting, and reporting gained from a large institution.
4. A work experience of donor-funded projects in an NGO setting is mandatory.
5. Proficiency in any accounting software and Excel is desirable.
6. Should have strong leadership, interpersonal and communication skill with a track record of managing large budgets.
7. Knowledge and use of a computerized financial management system will be an added advantage.
8. Should have experience and knowledge of government and donor funding policies and procedures.
9. Strong analytical skills and attention to detail.
10. Demonstrated ability to work with diverse teams and stakeholders.
11. Excellent communication and interpersonal skills.
12. Knowledge of financial regulations, compliance, and audit processes.
13. Familiarity with Ugandan financial and tax regulations.
14. Ability to work effectively in a fast-paced and dynamic environment.