



**STRAIGHT TALK FOUNDATION
ROLE PROFILE**

Head of Finance & Administration	
TEAM: Finance & Administration	DUTY STATION/LOCATION: Kampala
<p>ROLE PURPOSE: As a member of the Senior Management Team (SMT) in Kampala, the Head of Finance & Administration shares in the overall responsibility for the direction and coordination of STF. The Head of Finance & Administration in his/her capacity is responsible for finance administration, fiscal management, HR & administration management, risk management, financial and grant reporting and ICT.</p>	
<p>KEY AREAS OF ACCOUNTABILITY: As a member of the Senior Management Team, contribute to:</p> <ul style="list-style-type: none"> • Leadership of STF as a whole. • Support the development of an organisational culture that reflects our dual mandate values, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and frees up our people to deliver outstanding results for the youth and excellent customer service for our donors. • Help design and implement a coherent organizational structure that is consistent with agency practices and appropriate to programme needs. • Help establish, maintain, and improve active and regular working relationships with: government authorities, partner agencies including donors, and other NGOs. • Lead in establishing a culture of zero-tolerance in relation to fraud and corruption including providing training to staff and third parties, handling cases of suspected fraud and continually improving preventative controls. • Ensure that all required support is provided promptly, at scale and in line with the rules and principles during program activities. <p>Planning and Budgeting</p> <ul style="list-style-type: none"> • Assist the Executive Director (ED) in the management /administration of the STF Office resources and its field offices including (a) the formulation of country work program and resource allocation, (b) providing effective support and guidance to the Senior Management Team and other key program staff during planning and allocation exercises; (c) monitoring implementation of donor agreements and resource utilization. Highlight variances, provide analyses and recommend resolution or reallocation of resources. • Work along with the Head of Programs and the Resource Mobilisation Specialist in developing plans to meet funding and programming needs. This includes diversification of funding resources. • Identify and effectively manage all key risks, especially financial, related to delivering the STF programs. Develop mitigation plans at proposal stage. • Manage financial aspects of budget development for new proposals. • Ensure budget holders understand their responsibilities (e.g., through training). • Ensure field offices receive adequate support to operate efficient accounting systems, including timely receipt of monthly budget variance analysis by budget holders, timely answers to queries and scheduling tasks and deadlines. • Work with the HR & Administration Manager to establish equitable staff compensation policies and practices within the approved budget and donor requirements. • Work with the SMT and the HR & Administration Manager to design and implement a coherent organisational 	



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structure that is consistent with agency practices and appropriate to approved budget and program needs.

Financial Accounting, Reporting, and Control

- Manage the STF Office financial systems and provide the SMT and all budget holders a monthly update on the budget variance analysis.
- Ensure with Program Operations that systems are in place for the control of all assets, funds, equipment, property, and facilities; submit timely financial reports.
- Ensure that effective systems are put in place, and regularly reviewed, to allow adequate financial management and control including:
 - Annual accounts and tax statement preparation;
 - Accounting and management information systems;
 - Cash and cash flow management and control in particular gain/losses on currency exchange;
 - Expenditure procedures, especially around procurement;
 - Documentation of all controls and procedures;
 - Finance training for staff in the field and partners as necessary;
 - Availability of funds for field offices and the Head Office.
- Monitor accurate and timely submission of financial reports and attachments to donors and government regulatory agencies.
- Coordinate submission of control reports, respond to findings and recommend resolutions or action plans.
- Lead and participate in the development of finance policies and procedures to be able to maintain a well-financially controlled environment.
- Coordinate and assist the ED during any internal or external audits.
- Ensure monthly Budget Variance Analysis reports (BVAs) are prepared, reviewed with SMT, and submitted to Board of Directors regularly.

Information Technology Management

- Supervise administrative function and ensure efficient, cost effective Information Technology Systems are in place and in compliance with STF standards.
- Ensure that necessary software subscriptions are made on a timely basis and systems are able to respond to STF growing needs..
- Ensure that internal and external communications systems function effectively and efficiently.

Risk Management

- Support the team to undertake financial risk assessment of all new partners and monitoring of on-going risk in coordination with SMT.
- Support the ED in keeping analysis of the internal and external risks and threats and appropriate mitigation measures.
- Deliver Anti-fraud and risk management training and refresher to all staff.

Staff Management, Mentorship, and Development – Finance

- Ensure appropriate staffing within finance.
- Ensure that all staff understand and are able to perform their roles.
- Manage finance team; define expectations, provide leadership and technical support as needed, and evaluate



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direct reports regularly.

- Ensure the recruitment, training, and promotion of staff as appropriate and ensure availability of appropriate professional development opportunities for staff.
- Incorporate staff development strategies and Performance Management Systems into team building process.
- Establish result based system and follow up.
- Ensure adequate segregation of finance duties within STF. Manage the performance of all staff in the finance work area through:
 - Effective use of the Performance Management System including the establishment of clear, measureable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations;
 - Coaching, mentoring and other developmental opportunities;
 - Recognition and rewards for outstanding performance;
 - Documentation of performance that is below expectation, with appropriate performance improvements/work plans.

Logistics, Inventory and Procurement

- Ensure that STF logistics capacity and systems are able to satisfy the programming requirements.
- Manage the STF Logistics ensuring that all STF logistics activities (fleet, assets, transport, supply chain, base setup etc) are coordinated.
- Manage all vehicles ensuring maintenance and insurance.
- Ensure goods and services procured are cost effective and of standard quality.
- Ensure procurement processes are effectively implemented.
- Work closely with the Procurement Committee in negotiating the best deals with suppliers.
- Ensure proper record keeping, maintenance and control of inventory.
- Ensure proper documentation, recording and management of fixed assets of the organisation.

Staff directly reporting to this post: HR & Administration Manager, Finance Manager, IT Officer

SKILLS AND BEHAVIORS (our Values in Practice)

Excellence:

- Holds team spirit and able to work with and deliver as a team. Planning and decisions are taken as team leading to efficient implementation of programme activities. Sets ambitious and challenging goals for themselves (and fellow team members implementing programming in their thematic area), takes responsibility for their own personal development and encourages team to do the same.

Teamwork:

- Holds the team and partners accountable to deliver relevant data and information and – providing the support to improve performance.
- Approachable, good listener, easy to talk to.
- Honest, encourages openness and transparency.



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Sustainable Development:

- Supporting STF program initiatives at the strategic level and helps stakeholders own the implementation of the same. Develops and encourages new and innovative undertakings working effectively with others through building and maintaining effective relationships with colleagues, and external partners and beneficiaries.

Young People Centered:

- Maintaining high degree of confidentiality.
- Applying technical and professional expertise to advocate for young people and the youth.

Gender Sensitivity:

- Respecting diversity.

Occasional duties:

The incumbent will take on occasional additional duties as assigned by his/her line manager as and when deemed necessary.

Judgment and Decision-Making:

Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling STF values. Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Academic background, experience and person specifications:

- A minimum of 10 years experience in Finance and/or Audit of which 4 are at a senior management level.
- Must hold a Bachelors degree in finance, accounting or other related field, CPA or ACCA, and a Masters degree in business management or other related field.
- Excellent understanding of business and financial planning including strategic modeling.
- Excellent analytical skills – the ability to analyse complex financial data and design and produce effective management information.
- Excellent experience of budgeting and budget management.
- Excellent understanding of financial systems and procedures.
- Strong business acumen and the ability to contribute to strategic decisions.
- Excellent experience of computerised accounts packages like Navision, Excel, PowerPoint and Word.
- Strong communication and interpersonal skills.
- Ability to manage a complex and diverse workload and to work to tight deadlines.
- Ability to build a small, proactive team, motivating staff and working collaboratively with colleagues and providing support and advice as necessary.
- Ability and willingness to identify, develop and mentor a successor.
- Willingness and ability to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies.



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- A full appreciation of the value of co-operation, both at the organizational level and within a team environment.
- Understanding of STF's vision and mission and a commitment to its objectives and values.
- Willingness and ability to travel extensively both in and outside Uganda.
- Written and verbal fluency in English.

Contacts:

Internal

- Executive Director, SMT- frequent
- Managers – frequent
- Finance Staff – frequent
- Other STF staff – frequent

External

- Service Providers – frequent.
- Suppliers – frequent.
- Donors and other development actors and stakeholders – frequent.
- Partners – occasional.
- Local Govt/authorities – occasional
- Tenants/landlords – occasional.