



JOB OPPORTUNITY: FINANCE MANAGER



Location: Lira City, Uganda

Reports to: Chief Executive Officer (CEO)

Application Deadline: 15th August 2025

ABOUT US

The Global Forum for Development (GLOFORD) Uganda is a youth-serving, value-driven national NGO working to inspire, empower, and transform communities through leadership development, youth empowerment and entrepreneurship, sustainable agriculture, governance, and innovation. The GLOFORD Institute of Innovation (GII) is our enterprise arm championing innovative solutions in microfinance, agribusiness, ICT4D, and business development services for inclusive growth and wealth creation.

OUR VISION: GLOFORD envisions *“A community where young people have the opportunities to realize their full potential”*.

OUR MISSION: *“To inspire and educate young people and community through value-based leadership, talent development, entrepreneurship, sustainable farming, and community health to promote good governance, reduce poverty, and achieve a better quality of life for all.”*

POSITION SUMMARY

We are seeking a dynamic, results-oriented Finance Manager to lead our financial operations, ensure compliance with donor and statutory requirements, strengthen internal controls, and support strategic growth across both GLOFORD Uganda and GII. The Finance Manager will play a critical role in financial planning, grants management, reporting, team leadership, and driving sustainability.

KEY RESPONSIBILITIES

- a) **Oversee Daily Financial Operations:** Manage and supervise all day-to-day finance operations including accounting, payments, cash flow management, payroll administration, bank reconciliations, and petty cash to ensure smooth financial running of the organization.
- b) **Prepare Accurate Financial Reports:** Ensure timely and accurate preparation of monthly, quarterly, and annual financial statements, donor financial reports, and management accounts to support informed decision-making and donor compliance.
- c) **Budget Development and Monitoring:** Lead the annual budgeting process; develop, consolidate, and monitor project, grant, and organizational budgets, ensuring realistic projections and alignment with strategic objectives.
- d) **Grant and Donor Compliance:** Ensure full compliance with statutory requirements, donor conditions, and internal financial policies and procedures; maintain up-to-date knowledge of tax laws and regulations relevant to NGO and enterprise operations.
- e) **Financial Analysis and Risk Management:** Conduct periodic financial analysis and forecasting to identify trends, risks, and opportunities; provide strategic advice to management on cost controls, income diversification, and financial risk mitigation.

- f) **Coordinate Audits:** Plan and coordinate timely internal and external audits; prepare all necessary schedules and documentation; implement audit recommendations to strengthen accountability and transparency.
- g) **Strengthen Internal Controls:** Develop, implement, and continuously improve robust internal financial control systems to safeguard organizational assets and ensure accurate financial reporting.
- h) **Team Leadership and Capacity Building:** Supervise, mentor, and build the capacity of the finance and accounts team; establish clear performance objectives, provide on-the-job training, and promote a culture of integrity and excellence.
- i) **Stakeholder and Donor Engagement:** Collaborate with program managers, partners, and donors to provide financial insights, contribute to resource mobilization proposals, and support budget negotiations with funding agencies.
- j) **Advise on Financial Sustainability and Investments:** Provide strategic financial advice to the CEO and Board on organizational sustainability, including cost recovery models, income generation, prudent investments, and long-term financial planning.

KEY PERFORMANCE INDICATORS (KPIs)

- a) **Timely & Accurate Reporting:** All monthly, quarterly, and annual financial statements and donor reports are prepared, reviewed, and submitted on time with zero significant errors.
- b) **Budget Compliance & Variance Management:** Organizational and project expenditures stay within approved budgets with variance analyses completed monthly and corrective actions documented and implemented.
- c) **Audit Performance: Zero major audit queries;** all internal and external audits are coordinated smoothly with 100% implementation of audit recommendations within agreed timelines.
- d) **Compliance & Regulatory Adherence:** 100% compliance with statutory obligations (e.g., taxes, NSSF, PAYE, LST) and donor financial guidelines with no penalties or breaches.
- e) **Internal Control Effectiveness:** Robust internal controls in place and actively enforced with routine spot checks conducted and documented quarterly.
- f) **Team Capacity & Development:** Finance team performance reviews conducted biannually; capacity-building plans implemented; clear evidence of improved staff competence and productivity.
- g) **Strategic Financial Advice & Growth:** Timely delivery of financial forecasts, sustainability advice, and investment recommendations contributing to the organization's long-term growth and resource mobilization.

HOW TO APPLY

Interested candidates should submit:

- a) A cover letter (maximum 1 page)
- b) Updated CV (maximum 3 pages)
- c) Copies of academic and professional certificates

Email: glofordjobs@gmail.com

Subject line: Finance Manager Application-(Your Name)

Tel: +256 774 016 223

GLOFORD Uganda and GII are equal opportunity employers. Women, youth, and persons with disabilities are encouraged to apply.