



## **WE ARE HIRING**

The Institute of Internal Auditors Uganda (**IIA Uganda**) is an affiliate of the Global Institute of Internal Auditors Inc. (USA). **IIA Uganda** was founded in 2003 by internal audit practitioners with the objective of improving governance, risk management, and controls. It also facilitates competence development and professional practice of internal audit services. **IIA Uganda** has about 1,000 members.

The Global Institute of Internal Auditors Inc. to which IIA is affiliated has over 250,000 members in more than 180 countries. The Global Institute is recognized as the internal audit profession leader in certification, education, research, and technical guidance.

IIA is currently seeking applications for two positions based at its Secretariat in Kampala; Manager Finance and Administration/Accountant.

### **POSITION 1. FINANCE AND ADMINISTRATION MANAGER/ACCOUNTANT**

The job holder shall report to the Chief Executive Officer.

The primary responsibilities of this position will be accounting/financial management, human resource management, and office administration.

The job holder prepares documents and schedules for annual audits and liaises with auditors. Manages liquidity, investments, and foreign exchange per established policies and procedures. Works with the CEO and the Business Development Manager (BDM) to proactively mitigate financial and legal risks to the organization and its Board members.

### **DUTIES AND MAIN RESPONSIBILITIES**

The Finance & Administration Manager is expected to drive best practices in finance, administration, and human resources management within the organization to maximize efficiency and growth.

#### **Financial Management**

- Managing debt and risks
- Ensure efficient financial monitoring and reporting;
- Prepare the annual budget in consultation with the Chief Executive Officer;

- Prepare financial reports for specific projects in compliance with the IIA Policies;
- Prepare invoices for clients and resolve any billing issues;
- Develop and put into practice procedures for handling finances and accounting, review accounting discrepancies, and recommend corrective actions;
- Keep track of accounts payable and accounts receivable;
- Act as the focal point officer for auditor and tax authorities;
- Monitor the performance of the financial assets;
- Make sure tax reporting obligations are timely fulfilled.

### **Office Management**

- Develop, improve and document administrative procedures;
- Prepare for Board Meetings, convene and take minutes;
- Handle office contracts;
- Track progress of legal disputes and registrations;
- Arrange for staff meetings;
- Prepare and proofread internal documents.

### **Human Resources Management**

- Support the CEO in relation to recruitment processes and human resources matters;
- Develop and manage human resources procedures in line with the legal framework and the collective agreements signed;
- Ensure efficient time management;
- Supervise and attest payroll processing;
- Manage the performance management process
- Ensure staff development and welfare are well taken care of.

### **PROFILE**

To succeed in this role, you are expected to be analytical, organized, and structured with an eye for detail. You should have the ability to work independently and to take initiative, constantly planning and re-planning, predicting and solving upcoming problems to meet deadlines. You will be dealing with confidential and sensitive information and you must be able to handle it with integrity.

### **REQUIREMENTS**

- University degree in Finance, Accounting, Business Administration or equivalent
- Professional accountancy qualifications i.e., CPA or ACCA
- Post graduate training in Human Resource Management or Administration is an added advantage
- Minimum 5-years' experience
- Experience with medium sized company management
- Advanced knowledge in Excel and financial systems or accounting software is essential
- Strong oral and written communication skills in English

- Ability to multi task and work under pressure
- Experience of working in a non-profit foundation is highly valued.

### **How to apply**

You can either courier, email or hand deliver your application and copy of documents to;  
CEO,

The Institute of Internal Auditors Uganda,

Rovis House, Plot 49 Ntinda Road,

P.O BOX 6594 Kampala

Tel: +256 782717343 / +256759820896

Email: [recruitment@iauganda.org](mailto:recruitment@iauganda.org) copy [kirungironald@gmail.com](mailto:kirungironald@gmail.com).

Website: [www.iauganda.org](http://www.iauganda.org)

### **Deadline for submission**

**Last date of submission is 13<sup>th</sup> December, 2024 at 5.00pm**

Only shortlisted candidates will be contacted to arrange an interview