



MINISTRY OF AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES

EXTERNAL JOB ADVERTISEMENT

The Mission of the Ministry of Agriculture, Animal Industry and Fisheries is to “**Transform Subsistence Farming to Commercial Agriculture**”.

The Government of Uganda has received credit from Islamic Development Bank (IsDB) towards the cost of the Enhancing National Food Security through Increased Rice Production project (ENRP),

The main goal of the project is to contribute to the increase in production, marketing and consumption of rice for improved nutrition food security and incomes in Eastern Uganda.

Applications are now invited from suitably qualified Ugandans to fill the Financial Specialist. The detailed Terms of References can be viewed on the Ministry Website www.agriculture.go.ug

The applicants should fill Public Service Form 3 in triplicate and attach copies of academic certificates and testimonials, appointment letters as evidence of working experience, most recent passport photographs and two referees to be submitted to the Permanent Secretary, Ministry of Agriculture, Animal Industry and Fisheries, P.O. Box 102, Entebbe, not later than 5pm of 23rd October 2020.

This position is to be filled on a two-year contract, renewable subject to satisfactory performance and needs of the Employer.

PERMANENT SECRETARY

PROJECT: ENHANCING NATIONAL FOOD SECURITY THROUGH INCREASED RICE PRODUCTION PROJECT (ENRP)

1. Job Title: FINANCIAL SPECIALIST

Salary Scale: Attractive

Job Purpose: Reporting to the Project Coordinator, the Financial Specialist will mainly implement and oversee the running of a reliable financial management system in accordance with the approved budgeted/planned and laid down accounting procedures and operational guidelines.

. Qualifications and Experience:

- a) A Ugandan citizen holding an Honors Bachelor Degree in Commerce (Accounting Option), Business Administration or its equivalent.
- b) Master's in Business Administration or its equivalent.
- c) Should be a member of ICPAU
- d) At least eight (8) years of relevant working experience of which 4 years should be in a donor funded project in a government ministry as an accountant or Financial Controller or post qualification experience in developing budgets, managing finances coordinating external audits and the overall operational plans for the project.

FINANCIAL SPECIALIST

Number of positions: One (1)

Reports to: ***Project Coordinator***

Remuneration: Attractive

Employment Period: ***Two Years Renewable Subject to Satisfactory Performance***

Terms of reference

Reporting to the Project Coordinator, the Financial Specialist will mainly implement and oversee the running of a reliable financial management system in accordance with the approved budgeted/planned and laid down accounting procedures and operational guidelines.

The Financial Specialist under the supervision of the project coordinator will have the following implemented:

Accounting systems

- 1) Proper accounting system established, including a detailed project financial management manual and project accounts maintained.
- 2) An effective internal control system for the safeguard and efficient use of project resources established and maintained including monitor a system for petty cash & or project advance & keep electronic and paper filing or relevant administrative and financial information.
- 3) Project cash flows and timely submission of credit withdrawal applications to IsDB for replenishment.
- 4) Manage project's bank accounts properly and monitor project budget in terms of expenditures and commitments in accordance with the project budget & work plan.
- 5) Undertake a financial management assessment of the public sector executing and implementation agencies to identify any weaknesses and propose solutions to resolve them.
- 6) Compute statutory and non-statutory deductions and remit to relevant authorities.

Reporting

- 7) Quarterly financial reports prepared in accordance with IsDB guidelines and submitted including assisting in project administration and maintaining up-to-date and accurate financial records of all disbursements and receipts related to the project and use these records as the basis for preparing monthly, quarterly and annual financial reports for submission to relevant authorities.
- 8) Contribute to the preparation of project completion report.
- 9) The annual audited financial statements and reports to Government and IsDB are prepared and submitted in time.
- 10) Reports to and advises the Project Coordinator and Project Steering Committee on financial matters.

Planning and Budgeting.

- 11) Input provided in developing and overall operational plan for the Project.
- 12) Program budgets developed, analyzed and monitored: Obligations and expenditures against budgets are monitored and tracked.
- 13) Budget preparation, management and consolidation undertaken.
- 14) Prepare project financial management and execution plans.

External Audits and Reviews.

- 1) External Audits for the project are coordinated.
- 2) Financial statements for audits are prepared and submitted in time.
- 3) Outstanding issues arising from external audits followed upon or other reviews done.

Specific qualifications

The following specific qualifications are required:

Specific qualifications

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- c) Should be a member of ICPAU
- d) At least eight (8) years of relevant working experience of which 4 years should be in a donor funded project in a government ministry as an accountant or Financial Controller or post qualification experience in developing budgets, managing finances coordinating external audits and the overall operational plans for the project