



Date: 4 January 2025

Job Announcement

Job Title: **Finance Officer** (1PP)

Duty Station: Kampala

Contract Type: Full-time

Duration: 6 months

Background:

AWAFY Sudanese Organization is a youth-led non-profit and non-governmental organization. Established in 2021, with its first office in Darfur, Zalingei. Later after the war took place in Sudan AWAFFY was registered in Uganda as an international non-profit organization.

AWAFY was founded to address the needs of Sudanese men and women concerning issues of change Advocacy & Peace Building, development, Health, Protection, Youth & Women Empowerment, and improving human rights conditions in Sudan. Additionally, it aims to enhance youth and women's civic participation. Also, AWAFFY helps mitigate humanitarian disasters and crises resulting from wars.

AWAFY Successfully Implemented Several Projects Covering a Wide Range of Topics. During our journey of serving local communities, AWAFFY was pleased to collaborate with local and international institutions.

Job Summary:

Finance Officer, you will play a pivotal role in leading AWAFFY's financial operations, overseeing financial planning, management, and reporting. Your responsibilities will include budget preparation, financial analysis, grants management, compliance with donor financial requirements, and ensuring financial transparency and accountability across all projects. Additionally, you will be responsible for developing and implementing financial policies for AWAFFY in accordance with global financial regulations and standards. You will work closely with project managers to provide financial guidance and technical support to ensure efficient project implementation, as well as to ensure the correct implementation of financial procedures.

Responsibilities and tasks:

1. Managing the grants, as well as the overall budgets of the projects.
2. Develop and manage annual budgets in collaboration with program, Projects managers.
3. Monitor financial performance and prepare regular financial reports for management and donors.
4. Ensure compliance with organizational policies, as well as local and international financial regulations.
5. Oversee financial aspects of grant proposals, including budget development and financial reporting.
6. Conduct financial analysis to support strategic decision-making and resource allocation.

7. Manage cash flow and financial risk assessments, ensuring financial sustainability.
8. Lead audits and reviews, liaising with auditors and ensuring timely submission of audit reports.
9. Developing AWAIFY financial policies, systems, and strategies.
10. Participate in fundraising procedures.
11. Provide Capacity Building trainings to support the projects' staff, and employs on financial management, use of the financial forms, to enhance their understanding and ability to manage the grants and the financial procedures.
12. Manage day-to-day financial activities, including accounts payable, accounts receivable, general ledger, payroll, and cash flow management and monitor financial transactions, verify accuracy, and ensure compliance with internal policies, procedures, and external regulations.
13. Assist in the development of annual budgets, budgets versus actuals, financial forecasts, and financial projections.
14. Prepare and analyze financial reports, such as balance sheets, income statements, cash flow statements, and other financial statements.
15. Provide financial analysis and insights to support management decision-making and strategic planning.

Qualifications and Skills:

1. Proven experience (minimum 3 years) in relevant field – finance/accountancy management, operations management or business management within the non-profit sector, preferably with NGOs.
2. Strong understanding of financial systems, budgeting, and financial reporting standards.
3. Experience with donor-funded projects and grant management.
4. Experience in developing financial strategies and policies.
5. Practical and extensive financial, procurement and administration management experience.
6. Advanced skills in handling with computer applications and financial software programs such as (Quick Books, Microsoft 365, Google applications, Excel sheets.... etc.).
7. Advanced financial report writing and organization skills.
8. Excellent analytical skills and attention to detail.
9. Ability to work effectively in a multicultural environment and with diverse stakeholders.
10. Fluency in Arabic and English, both written and spoken.
11. Ability to organize and plan a demanding workload and work within tight deadlines.
12. Ability to work independently and as part of a team.
13. Passion for AWAIFY's mission and commitment to making a positive impact.

How to Apply:

Send your CV and Motivation letter to the email address careers@awafy.org by 15 January 2025, please make sure to include the following below job codes: "Finance Officer - Kampala" as subject of the email.

Failure to meet the deadline and or missing information in the email (subject or attachments) will result in the application being discarded.



info@awafy.org



+249124091929 / +256705743362



<https://awafy.org>



Plot 49/51 Salimbay Rd, Ntinda, Kampala, Uganda



Zalingei, Central Darfur State, Sudan



P.O Box 170555 Kampala GPO

Note:

1. The employee will undergo a full-time period of 3 months, whereby they will be evaluated.
2. Due to the high number of applications, only shortlisted candidates will be contacted

Application Deadline: 15 January 2025.



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