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| **Title:** | **Finance and Records Officer S.A.L.V.E. International (6 month probation then fixed term 1 year contract)** |
| **Location:** | **S.A.L.V.E. International** Uganda (Jinja District) – Based at our land in Namulesa |
| **Job purpose:** | - To support the Finance and Records Manager to do the accounting and oversee the departmental budget submissions and accountability of the money used in Uganda to deliver S.A.L.V.E.’s programme.  - To use money wisely and account for it properly in line with the organisation’s financial system.  - To help S.A.L.V.E. to improve its efficiency and make savings in its expenditure where possible.  - To support the Ugandan team to check quality of Monitoring and Evaluation reports and support the wider team in improving their reporting both in paper files and on the computer as needed.  - To give extra support the budgets and records of our educational support programme in particular.  - To monitor and keep the records of the organisation to a high standard.  - To raise awareness and support for the work of S.A.L.V.E. International in Jinja and Uganda as a whole.  - To support other members of the S.A.L.V.E. team in their roles as needed with advice or assistance to ensure the overall aims of the organisation are met. |
| **Key Activities:** | **The following activities are intended as a guide to the main responsibilities of the post and are not an exhaustive list of duties and tasks. The post-holder may be required to undertake other duties that are not listed below, at the direction of their manager. The job description may be amended from time to time after consultation with the post holder.**  - Ensure that realistic budget requisitions are being submitted in time and to a high quality for all departments.  - Support the Finance and Records Manager to ensure accurate accountability of money that is given out to staff of S.A.L.V.E., questioning and correcting mistakes to ensure we have high quality financial records.  - Collect receipts and check them against accounts for accuracy.  - Flag issues in financial accountability to management as soon as they occur.  - Suggest ways to improve and strengthen the financial system of the organisation.  - Hold finances safely for the organisation when needed to, to be dispatched as agreed with management.  - Check expenditure against actual spend and share analysis with management and other staff as needed for financial improvement.  - Organise the records of the organisation into an easy to follow system so that information can be quickly and effectively located when needed.  - Collect children’s sponsor letters, school reports and case manager letters as needed for the educational support programme and ensure that timely communication is being shared with the UK team on progress.  - Receive department’s monthly monitoring reports and provide feedback to improve quality of reporting before submitting to Ugandan management for a final check. |
| **Attainments** | **In order to be considered for this post you will have to demonstrate that you already have:**  **Experience**  Financial budgeting experience and an accounting qualification.  Experience and a track record of quality record writing and organising.  Experience of using computers and various IT programmes quickly and accurately.  Experience in budget preparation, and summary report writing  Proven commitment to relationship management and team work.  **Qualifications**  Ideally educated to a diploma or degree level  Have attended relevant financial and IT courses and training modules  **Work based knowledge**  A demonstrable appreciation/understanding of keeping quality records and overseeing the finances.  Strong IT communications skills  **Skills**  Excellent administration and time management skills  Excellent computer skills  Good planning and implementation skills  Ability to work well with other team members  Excellent accuracy of work and attention to detail and quality  Proven ability to monitor budgets, both income and expenditure, to balance well  Excellent organisational skills to keep records tidy and systematic  Able to work on own initiative, under pressure and to tight deadlines. |
| **Salary** | This is a staff role for an active person who wants to help children to leave the streets and return home to their family. We will give you 540,000 Ugandan shillings gross pay per month as salary. After passing your 6 month probation period and being confirmed into post this would rise to 667,077 Ugandan shillings gross pay. |