

Title:	Education, Finance and Records Officer S.A.L.V.E. International
Location:	S.A.L.V.E. International Uganda (Jinja District) – Based at our headoffices in Namulesa
Job purpose:	<ul style="list-style-type: none"> - To oversee the Education programme documentation and budgets of S.A.L.V.E. with the support of your manager. - To support your 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 as needed. - To use money wisely and account for it properly in line with the organisation's financial system and policy. - 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 by your manager. - 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:	<p>The following activities are intended as a guide to the main responsibilities of the post and are not an exhaustive list of 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.</p> <ul style="list-style-type: none"> - Ensure that realistic Education Support budget requisitions are being submitted in time and to a high quality. - Collect children's sponsor letters, photos, school reports and case manager letters as needed. - Work with the Resettlement department to identify new children needing Educational Support. Ensure they are properly assessed and they meet all the criteria to be sponsored and the needed information is submitted. - Work with all case managers and the Community team to try to progress children and their families away from needing Educational Support by becoming more self-sufficient. - Ensure that children graduating from SALVE Educational Support have an agreed business or working plan. - 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 and policy of the organization as needed. - Hold finances safely for the organisation when needed to, to be dispatched as agreed with management. - Check budget 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. - Receive department's monthly monitoring reports and provide feedback to improve quality of reporting before submitting to Ugandan management for a final check. - Ensure the work you are assigned is completed on time and to a high standard.
Attainments	<p>In order to be considered for this post you will have to demonstrate that you already have:</p> <p><u>Experience:</u></p> <ul style="list-style-type: none"> • 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. <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Educated to a diploma or degree level • Have attended relevant financial and IT courses and training modules <p><u>Work based knowledge:</u></p> <ul style="list-style-type: none"> • A demonstrable appreciation/understanding of keeping quality records and overseeing finances. • Strong IT communications skills <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Excellent administration and time management skills including good planning and implementation skills • Excellent computer skills • Ability to work well with other team members • Proactive and hard working with excellent accuracy of work and attention to detail and quality • Proven ability to monitor budgets, both income and expenditure, to balance finances 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 700,000 Ugandan shillings gross pay per month as salary during your 6 month probation period rising to 960,000 gross salary per month after you pass your probation period.