

Head of Finance Job Description

STRATEGIC ENGAGEMENT LIMITED | RECRUITMENT

Job title	Head of Finance
Department	Finance Department, the Campus
Location	Bwanga-Katosi in Mukono District
Reports to	Head of School
Direct reports	Finance Assistants; Procurement Support Personnel
Contract type	Fixed-term 3yrs contract, probation of [six] months
Residence	Resident on campus

1. Background

The the Campus brings education and healthcare together in one place, for children and young people, many of whom live with chronic health conditions. Behind every classroom, clinic and boarding house there is a budget that has to be planned with care, spent wisely and explained openly to donors, the Board and the families we serve.

The Head of Finance provides the financial leadership that makes this possible, so that the Campus is sustainable, accountable and trusted.

2. Job Purpose

To lead all financial functions of the the Campus, making sure resources are looked after well, the law and donor requirements are met, internal controls are strong, the Campus remains financially sustainable, and financial reporting is clear and honest.

Division of leadership. The Head of Finance is professionally responsible for financial management, controls, accounting, financial reporting, tax and statutory compliance, and donor financial reporting. The Head of School sets Campus priorities, leads the annual budget process together with the Head of Finance, and approves spending within delegated authority. The Head of HR & Operations runs procurement and keeps the physical asset register; the Head of Finance reviews procurement against budget and value for money, and keeps the financial records of assets. The Head of Finance advises senior leadership and the Board objectively, and raises concerns about financial controls or compliance whenever they arise.

3. Key Responsibilities

3.1 Financial Strategy and Planning

- 3.1.1 Develop long-term financial strategies for the Campus.
- 3.1.2 Lead the annual budget process with the Head of School and department heads, from first draft to Board approval.
- 3.1.3 Support institutional sustainability planning, including future funding needs and sources of income.
- 3.1.4 Give clear, honest financial advice to the Head of School, senior leadership and the Board.

3.2 Financial Management

- 3.2.1 Oversee accounting systems and keep complete, accurate financial records.
- 3.2.2 Manage cash flow and treasury, including bank accounts and payment approvals.
- 3.2.3 Monitor budget performance each month and explain differences from budget to budget holders and the Head of School.
- 3.2.4 Keep spending under control, and work with budget holders to correct overspending early.

3.3 Financial Reporting

- 3.3.1 Prepare monthly, quarterly and annual financial reports on time.
- 3.3.2 Present financial information to leadership and the Board in plain language that colleagues outside finance can use.

- 3.3.3 Maintain donor and grant compliance, and prepare donor financial reports to the required standard and deadlines.

3.4 Audit, Compliance and Internal Control

- 3.4.1 Coordinate internal and external audits, and follow up so that audit recommendations are acted on.
- 3.4.2 Make sure tax and statutory obligations are met on time
- 3.4.3 Strengthen financial controls and risk-reduction systems, including separation of duties and approval limits.
- 3.4.4 Report any suspected fraud, loss or serious breach of controls promptly to the Head of School

3.5 Procurement Oversight

- 3.5.1 Review procurement plans and major expenditure against approved budgets.
- 3.5.2 Make sure value-for-money principles are applied.
- 3.5.3 Support fair and transparent purchasing, working with the Head of HR & Operations, who leads procurement.

3.6 Asset and Risk Management

- 3.6.1 Maintain the financial asset register and reconcile it with the physical asset register kept by HR & Operations.
- 3.6.2 Monitor the Campus's financial risks and keep them recorded in the institutional risk register.
- 3.6.3 Manage insurance and other financial protection arrangements.

3.7 Leading the Finance Team

- 3.7.1 Supervise, support and appraise finance staff, and help them grow in their roles.
- 3.7.2 Help budget holders across the Campus understand budgeting, expense and reporting procedures.
- 3.7.3 Serve on the Campus Senior Leadership Team.

4. Deliverables

Deliverable	Frequency	Submitted to
Institutional budget	Annually	Head of School
Management accounts	Monthly	Head of School
Financial performance report	Quarterly	Head of School; Board
Audited financial statements	Annually	Board; donors and regulators as required
Cash flow forecast	Quarterly	Head of School
Asset register report	Quarterly	Head of School; Head of HR & Operations
Donor financial reports	As set in each donor agreement	Donors; Head of School

5. Key Performance Indicators

Targets are to be agreed annually between the Head of Finance and the Head of School.

Area	Indicator	Target
Budgeting	Annual budget approved before the start of the financial year	100%
Reporting	Monthly management accounts issued within agreed working days	10 th day
Budget control	Spending within the approved budget	Within 100%
Audit	External audit opinion; audit recommendations completed by agreed dates	
Compliance	Tax and statutory filings and payments made on time	100%
Donor reporting	Donor financial reports submitted on time and accepted without major queries	100%
Cash management	Supplier and staff payments made on time	100%

Area	Indicator	Target
Assets	Physical verification of assets reconciled to the register	4 times a year
Team	Finance staff appraised on time	100%

6. Qualifications and Experience

Minimum Academic Qualifications

- An Honors Bachelor's Degree in either Commerce (Accounting option) or Business Administration (Accounting option) or Finance and Accounting or any other course with accounting option.
- Possession of a CPA is a must
- Membership to the Institute of Public Accountant is a must
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Minimum Work Experience

- A minimum five (5) five years working experience in accounting & finance department of which, three years must have been at a supervisory level in busy finance section or from reputable organization.
- Experience in the education or healthcare or nonprofit sectors.
- Experience managing donor-funded programs

Key Skills and Competencies

- Strategic Financial Management.
- Accounting & Reporting Expertise
- Budgeting & Forecasting
- Internal Controls & Risk Oversight
- Treasury & Cash Flow Management
- Leadership & Staff Development
- Analytical & Problem-Solving Skills
- Communication & Presentation

Pre-appointment requirements

- Satisfactory police clearance (Certificate of Good Conduct).
- At least two verified professional references, including the most recent employer.
- Satisfactory qualification, background and safeguarding checks, as required by the institution.

7. Core Competencies

Competency	Behavioural indicators
Financial leadership	Gives sound financial advice that leaders and the Board can act on. Takes responsibility for the integrity of the numbers.
Strategic planning	Links financial plans to the Campus mission and long-term sustainability.
Budgeting and forecasting	Builds realistic budgets with budget holders. Updates forecasts as circumstances change.
Internal controls	Designs simple, workable controls and checks that they are followed. Acts quickly when controls fail.
Audit management	Prepares well for audits and works openly with auditors. Follows recommendations through to completion.
Risk management	Identifies financial risks early and keeps them under review.
Stakeholder communication	Explains financial matters in plain language to donors, the Board and colleagues. Handles difficult conversations about money with tact.

Competency	Behavioural indicators
Team leadership	Gives clear direction and regular feedback. Develops the skills of finance staff.
Integrity and values alignment	Is open and fair in handling money and information. Models the institution's values of Professionalism, Transparency, Integrity, Empathy, Honesty, Respect, Responsibility

8. Ethics, Confidentiality and Safeguarding

The Head of Finance shall:

- 8.1 Maintain the highest standards of financial integrity.
- 8.2 Handle financial and personal information confidentially, in line with the Data Protection and Privacy Act, 2019.
- 8.3 Support anti-fraud and anti-corruption systems, and speak up promptly about any concern.
- 8.4 Declare and manage any actual, potential or perceived conflict of interest.
- 8.5 Use institutional funds only for their intended purpose and in line with donor agreements.
- 8.6 Comply with the institutional Code of Conduct, Safeguarding Policy and all other safeguarding and ethical policies.

9. Review of this Job Description

This job description reflects the main responsibilities of the post at the date of approval. It will be reviewed whenever required, in consultation with the post-holder.