

Vacancy Announcement



Local Partner Health Services North & Southwest Activity

Position Title: Finance & Operations Manager (1) – Based in Acholi sub region.

PROJECT SUMMARY:

The LPHS North and Southwest Activity, implemented by the Joint Clinical Research Centre (JCRC), seeks to strengthen district-based, integrated, and high-quality HIV/AIDS and TB services across nine districts in the Acholi subregion. The overall goal is to enhance the availability, accessibility, and utilization of comprehensive HIV and TB services.

GENERAL POSITION SUMMARY:

The Finance and Operations Manager will provide overall financial management oversight to the project through ensuring timely completion of financial reporting obligations as stated in the grants agreement, financial resources are adequate, well managed and properly utilized and accounted for during the implementation of the planned activities according to the set procedures and guidelines of the project and set up systems to minimize fiduciary risks. He/she shall ensure a proper functional operations system is in place.

ESSENTIAL JOB RESPONSIBILITIES:

Key Outputs

1. Financial and Accounting procedures implemented
2. Periodic work plans and budgets developed as required
3. Financial returns consolidated
4. Consolidated Cash Flow projections generated
5. Accountability statements produced
6. Financial management system maintained
7. Capacity of sub recipients built to enable them manage the funds disbursed.
8. Project representation at the relevant meetings made
9. To ensure the operations Function of the project is well managed.

Duties and Responsibilities

- Oversee all aspects of the financial management requirements and arrangements for the project & sub- recipients and the Service Delivery Points including data collection, accurate recording, and reporting of all financial transactions, review and analysis of reports, development of budgets, tracking of budgets, and reporting.
- Review and verify all financial reports submitted by the Sub-recipients and Financial Management Specialists making sure that these are in accordance with the donor/JCRC guidelines and Government of Uganda financial management and reporting procedures and internationally accepted best practices.
- Take responsibility for the receipt, disbursement, banking protection and custody of funds, and financial instruments.
- Monitor funds absorption rate based on the analysis of trimester financial reports of the Project. Prepare correspondence with respect to the above reports, including liaison with the Sub-recipients to collate the necessary documents and supporting information required to explain any variances.
- Provide capacity building for the staff both at the Project / Sub-recipients on financial planning and budgeting.
- Conduct financial on-site visits to ensure funds are spent in accordance with the approved work plans and budgets and that there is adequate supporting documentation maintained by the sub-recipients and Service Delivery Points.
- Provide support to the internal and external auditors, review their recommendations and take remedial steps to address the issues.
- Oversight to the development, implementation and regular monitoring of an internal control program to monitor performance of financial processes according to standards and to highlight any deviation from the approved policies and procedures.

- Prepare accurate and comprehensive monthly and trimester financial reports, compare actual expenditures to budget, analyse variances, and provide supporting documentation.
- Provide guidelines on asset management, including maintaining an asset registry, tagging and safeguarding of assets, insurance of assets among others.
- Facilitate and co-ordinate development and maintenance of a sound financial management system for the Project.
- Coordinate the preparation of the budgets and also develop or adopt the appropriate budgetary performance report/return format, accounting policies and regulations to minimize fiduciary risks.
- Ensure timely compilation and submission of statutory financial returns and related management reports.
- Provide effective leadership to subordinates, and maintain good teamwork.
- Identify and address weaknesses in the project and SRs financial management.
- Any other duties as may be assigned by your immediate supervisor.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- The ideal candidate must hold a Master's Degree in Finance and Accounts or Masters in Business Administration, with a Full Professional Qualifications such as ACCA, CPA or CIMA.
- Minimum of 5 years professional experience in Accounting/Finance and /or project financial management preferably in the health, social or finance sector.
- At least 2 years should be in grants management.
- Planning, budgeting, reporting and auditing skills.
- Excellent management and administrative skills and sufficient computer skills.
- Good interpersonal, communication, negotiation skills and organization skills.
- Ability to perform and prioritize multiple tasks and ability to work on short deadlines and multi-task.
- Excellent analytical, financial management and evaluation skills.

How to apply: All applications must be addressed to; The Head Human Resources, Joint Clinical Research Centre, Plot 101 Lubowa Campus off Entebbe Road, P.O Box 10005, Kampala-Uganda. Email: jobs@jcrc.org.ug **The application deadline is Sunday 7th December 2025 at 05:00 pm.** Strictly two documents combined in one PDF are required (Application letter and CV not exceeding 6 pages). Make sure to include the post you are applying for in the subject line.

Note: JCRC is an equal opportunity employer. Any attempts of influencing the recruitment process will lead to automatic disqualification.