



## Job Opportunity

The National Union of Disabled Persons of Uganda (NUDIPU) is an umbrella organization promoting the rights of Persons with Disabilities in Uganda with the Vision of having "A Just and Fair Society where Persons with Disabilities live a Prosperous and Dignified Life". We exist to advocate for the rights of Persons with Disabilities in unified voice for improved livelihoods. NUDIPU is hereby seeking to recruit a competent and vibrant Ugandan to fill in the following position:

**Job Title : Finance Manager**  
**Reports to: Director Finance and Administration**

### **Purpose:**

To contribute to the financial management of the organisation in accordance with the established policies and procedures

### **Main Tasks and Responsibilities:**

1. Ensure proper management of finances and assets of NUDIPU
1. Ensure that periodic management accounts and other financial reports are prepared for use by NUDIPU and external stakeholders
2. Ensure that sound accounting principles and controls are applied to financial transactions in the organization
3. Oversee budgeting, budget revisions and budgetary control within NUDIPU.
4. Ensure that NUDIPU's financial policies are interpreted and applied correctly by staff, Board and other stakeholders
5. Carry out bank reconciliation for the organisation accounts, report any discrepancies to the Director Finance and Administration a way for their timely resolution.
6. Provide regular updates to the Director Finance and Administration on the financial position of the various projects/programmes and any issues that require immediate action.
7. Prepare for and ensure timely submission of annual accounts to Auditors
8. Prepare regular financial reports for the donors,

- management accounts and other financial reports to inform decision making by NUDIPU Management
9. Support and participate in the evaluation of NUDIPU's interventions, in particular the financial, administrative and human resource aspects
  10. Carry out own administrative functions, including filing and use of word-processing software for the production of own correspondence and reports

### **Qualifications:**

- Hon. Degree in Accounting, finance and business Administration (with accounting option).
- At least Level III of professional accounting qualification, either as a chartered or certified Public Accountant.

### **Industry experience:**

- At least 5 years working experience in finance with a reputable organisation, 2 of which must be at a management/supervisory level.
- Previous experience working with membership, NGO organisation with many donors will be an advantage.

### **How to apply:**

Interested and qualified persons should hand deliver their technical and financial proposals to **National**

**Union of Disabled Persons of Uganda (NUDIPU) head office along Bukoto Kisaasi Road** not later than **6th April, 2021 at 5:30PM** addressed to the **Chief Executive Officer**, or send through the organizational postal address **P.O. Box 8567. Kampala Uganda.**

For more information, please visit [www.nudipu.org](http://www.nudipu.org)