Act2Aid, EU Aid Volunteers for East Africa

Senior Financial Officer in Uganda

Senior — 1 positions

**Deployment dates:**
01/08/2020 - 31/07/2021

Africa
Eastern Africa
Uganda

**Lead organisation:**
ICCO

**Closing date:**
05/04/2020

The EU Aid Volunteers is an initiative of the European Union. It brings together volunteers and organisations from different countries, providing practical support to humanitarian aid projects and contributing to strengthening the local capacity and resilience of disaster-affected communities. Participants in the EU Aid Volunteers initiative must be over 18 years of age and be a citizen of an EU Member State or a long-term resident in the EU.

**DESCRIPTION**

ICCO is an independent non-governmental organization with business features. Our aim is to secure the livelihoods and rights of farmers and small businesses in low and middle-income countries. ICCO consists of a cooperative (2012), a foundation (1964) and the ICCO Group B.V. (2008), all established under Dutch law. ICCO has a decentralized organizational structure in 5 regions in Africa, Asia and Latin America with (sub)regional offices. We are present in 25 countries and run programs in 76 countries.

ICCO Cooperation as part of the ACT has been active in Uganda for 30 years in both humanitarian and development sectors responding to the refugee crisis and supporting local communities in rural areas including promoting youth entrepreneurs to provide market for the farmers.

As Finance Officer (FO) you will be based at the ICCO regional office in Kampala for 13 months. You will be responsible for the financial administration of projects, as well as financial and administrative support to other financial functions as and when required. This will involve being the flag-bearer for following the rules and regulations of the grants, close monitoring to ensure these are kept, that forecasts and budgets are made and updated, and expenditure is correctly allocated and kept within available budgets.
Operational details & security context:
Uganda has a multi-cultural and multi-ethnic population of 42.9 million people according to the 2017 census. With a population growth rate of 3.3%, Uganda has one of the highest fertility rates in the world. More than half of its population is below 15 years. The rapid population growth puts a significant stress on access to basic services and natural resources in the near and further future. Various reports indicate persistent degradation of the country’s natural resources. This degradation impacts heavily on livelihoods of the poor by constraining their ability to increase incomes, and making them more vulnerable.

Across the country, natural disasters continued to pose serious threats to life and livelihood, tragically demonstrated by regular prolonged droughts, landslides and floods in different parts of the country.

By February 2019, Uganda hosted 801,555 refugees from South Sudan, in addition to some 420,000 refugees from DRC and Burundi, as well as Rwanda and Somalia. The majority of the South Sudanese refugees arrived after July 2016 and are hosted in a series of new settlements in northwestern Uganda. So far, the influx has not resulted in major clashes between the host and refugee communities, though scarcity of land, food and limited access to water could all result in increased tension with potential security implications. However, there is occasional crime and unrest, eg. during food distribution.

Security Conditions:

Although Uganda is relatively safe, there are a number of general threats to travellers. It is important that visitors and staff do not become complacent to the security risks.

Crime rates in Uganda are not high, but you should take sensible precautions particularly in Kampala. Risks include pick pocketing, and sometimes violent street crime. Visitors should avoid carrying valuables in public and restrict the amount of money that needs to be carried. Credit cards are increasingly accepted in shops and restaurants, limiting the amount of cash necessary. Avoid travelling/walking alone early in the morning. Visitors should be vigilant when withdrawing cash from ATMs. Due to high inflation and large scale unemployment many people are experiencing economic problems. There are indications that crime is on the rise, in particular just before the Christmas holidays in December.

A one day security training on how to reduce risks and how to handle dangerous situations will be part of the induction program.

TASKS

Budget preparation and monitoring

- Support the Head of Project Finance in the preparation of quarterly expenditure
forecasts
- Determine financial performance of project by preparing monthly budgetary control statements

Financial Administration
- Review the codes on the payment requisitions before entry into the Finance system
- Review of staff accountabilities like travel accountabilities, entry in the system and reconciliation on a monthly basis
- Process payments through the electronic banking system and by cheque.
- Implement and maintain an effective filing system to ensure that all financial records are easily accessible and readily available.
- Maintaining separate audit files for each project containing clearly referenced copies of all necessary support documents
- Support bank reconciliations and cash counts each month with the Finance Assistant
- Support review and filing of partner documentation on projects, including communicating with partners to provide feedback

Finance System
- Check the correctness of coding, completeness of financial documents and review the payments prior to posting to the Financial system
- Verification and certification of accurate transactions in accordance with the standard guidelines
- Reviewing financial expenditures in the system and compiling monthly expenditure reports, analyse the reports and present it to the Head of Project Finance for discussion

Audit Facilitation
- Supporting both internal & external audits and the preparation of financial statements for auditors both office and donor audits.

Apprenticeship:
n/a

Required competences:
- Willing to learn and a keen eye for details
- Self-motivated, proactive and result driven
- Being an open and reliable person with high integrity
- Ability to work independently but at the same time being a team player
- Ability to connect with people of different backgrounds
- Ability to transfer skills
- Gender sensitive
- Stress management and ability to multitask
• Analytical and problem solving skills

SELECTION CRITERIA

Applications are made directly within the sending organisation, please check out the how to apply section.

Eligibility and exception criteria:
The candidate for EU Aid Volunteers must be a citizen of the EU or a third country national who is a long-term resident in an EU Member State, and must have a minimum age of 18 years.

Availability for the following activities:
- ECHO Central Training on 10/05/2020-24/05/2020 or 22/05/2020-05/06/2020.
- Pre-deployment induction in ICCO Cooperation HQ in Utrecht, The Netherlands in July (preferably 27, 28, 29 of July)

Minimum Requirements:
- At least 2 years working experience in a similar position with an International NGO.
- Accounting background
- Excellent computer skills (MS Office package) and other web based accounting systems.
- Good interpersonal & communication skills, including intercultural communication
- Excellent language skills in English

ICCO Cooperation applies a policy of equal opportunities and accepts applications without distinction on the grounds of sex, race, color, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

CONDITION OF SERVICE

Learning Opportunities:
- Central training of ECHO
- Security training and predeployment training of ICCO in The Netherlands
- Participation in staff meetings and close cooperation with project staff will result in knowledge sharing and learning.
- Opportunity to acquire experience of working at an international NGO in a developing country

Working and Living Conditions:
All costs associated with the Ugandan deployment are fully covered providing a subsistence allowance, medical, travel and accommodation as well as insurance coverage.
Living conditions:
-The volunteer will be based at ICCO office in Uganda, in a safe area in Kampala.
-Accommodation in the cities where deployed will be provided.
-The EU Volunteer shall have a clean lockable room with access to clean water and sanitation facilities. The room shall be located at a reasonable distance from the EU Aid Volunteers main working location.
-To the extent possible, the communication shall facilitate integration of the EU Aid Volunteer into the community and it will enable the volunteer to interact with the expatriate community.
-The EU Aid Volunteers shall have access to means of communication enabling contact to the hosting and sending organisations as well as the volunteer’s relatives.
-When travelling in-country in other (rural) areas for work, accommodation in local hotels or guest houses will be provided for.

Working Conditions:
-Regular working hours shall not exceed 40 hours per week on average, calculated over a four-month period.
-The volunteer shall have access to a dedicated working space in accordance with their task assignment and with agreed-upon safe, secure and healthy working conditions.
-All costs will be covered for the volunteer during deployment, and this includes accommodation in-country for the entire period of deployment, travel, and monthly subsistence payments per month (317,93 Euros per month).

Travel:
-A roundtrip flight from/to the home country will be provided
-The cost of pre-departure preparations, including medical checks, vaccinations, visas, etc., will be provided.
-The volunteer will be covered by a travel insurance plan provided by the sending organization.

Post-deployment:
A resettlement package will be provided to the volunteer in which a standard of 100 Euros will be provided for every single month spent in-country upon return to Europe, as well as a group debriefing.

SELECTION PROCESS

Shortlisting and Interviews:
06/04/2020 - 15/04/202

Interview Process:
The interviews will be held face-to-face or by an online interviewing process.

Expected date decision on outcome:
17/04/2020
TIMETABLE

Date of training:
10/05/2020-24/05/2020 or 22/05/2020-05/06/2020.

Apprenticeship Placement:
n/a

Pre-deployment preparation and induction:
Pre-deployment induction in ICCO Cooperation HQ in Utrecht, The Netherlands in July (preferably 27, 28, 29 of July)

Deployment:
1/08/2020 - 31/07/2021 Kampala, Uganda

Post-deployment activities:
Debriefing and follow-up

Sectors:
- Food And Nutrition
- Gender
- Linking Relief, Rehabilitation And Development (Lrrd)
- Livelihoods
- Resilience

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