



## Join us

We are looking for an experienced Individual to take on the role of **Director Finance**. The position will provide leadership and technical support to the finance and Supply chain Management teams, ensuring the highest level of compliance and financial accountability across both units at PACE. S/he will work closely with the Executive Director to drive collaboration among the program and support teams on financial performance, reporting, compliance, and sub award management. In doing so, s/he will play a key role in ensuring that Finance and Procurement PACE support teams have the required tools, processes, and talent to meet their objective of acting as strategic partners to the rest of the organization. The Finance Director will continuously seek to ensure/improve efficiency, integrity, and transparency of financial and sub-grants financial management operations.

## Sounds interesting? Read on...

### Your contribution

- Provide strategic, functional, and operational leadership to the Finance, Supply Chain and Fleet functions of PACE.
- Direct financial planning and strategy by analyzing financial performance and risks. Analyze and report on financial performance to the Executive Director.
- Preparing forecasts and comprehensive budgets and retain a constant awareness of PACE's financial position.
- Manages the finance and supply chain team ensuring a motivated, dynamic, result focused team, with clear roles and responsibilities, by providing support, direction and clear decision making on all issues.
- Initiate develop and review of the PACE Finance and Supply Chain departments' capability through the setting of SMART annual objectives, on the job training and performance management of all direct reports as well as the unit.
- Initiate, articulate, review the development and execution of internal controls, strategies, systems, procedures, and policies for enhancing performance pertaining to Finance, fleet, and Procurement to achieve set annual objectives, adhere to organization policies and budgets.
- Adopt, disseminate, operationalize, and ensure compliance with finance and compliance policies & procedures (e.g. SOPs, SR management tools), donor rules & regulations and respective laws of Uganda (e.g. Taxation laws & other statutory requirements). Also coordinate and escalate to PACE Field support teams where potential conflicts are identified or where training & support is needed.



- Initiate, review and monitor risk management systems, policies, and procedures for the Finance and Supply Chain Management departments.
- Review and approve financial and narrative reports and transactions to vendors, donors, and other stakeholders.
- Ensure timely engagement of external auditors, preparation, management, and successful conclusion of all auditing activities (internal, external, donor, etc.) at PACE Including ensuring that management comments are addressed, and recommendations are implemented.
- Initiate, review and approve the processing of contracts and transactions to third parties, financial and narrative reports to vendors and donors.
- As part of the Executive Management Team, contribute to the development and implementation of the strategic vision of PACE.
- Support users and oversee the performance of QuickBooks Enterprise as business financial processes leader.
- Ensure adequate insurance cover on organizations assets and other resources (Cash, inventory etc).
- Ensure effective control/tracking of PACE and its Donor's physical assets & inventory plus maintenance of accurate records for the same.

## The basics

- A Master's Degree in Business Administration, Finance, Accounting, or other relevant field or bachelor's degree plus CPA, ACCA or other internationally recognized accounting designation.
- Post Graduate qualification is an added advantage.
- Minimum 7 years' experience in a senior management role.
- Experience either as an employee or board member of a not-for-profit organization; must be familiar with not-for-profit finance and accounting regulations.
- Proven track record of success facilitating progressive organizational change and development within a growing organization.
- Familiarity with Supply Chain management is desirable.
- Strong working knowledge of spreadsheets is required, and knowledge of QuickBooks Enterprise is desirable.

## What would get us excited?

- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution skills.
- Strong mentoring, coaching experience to a team with diverse levels of expertise.



- Superior communications skills, verbal and written, including the ability to engage effectively with staff at all levels.
- Entrepreneurial team player who can multitask.
- Self-reliant, good problem solver results oriented.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, PACE's board of directors, and staff.
- Ability to operate as an effective tactical as well as strategic thinker.

## Requested application material

Interested candidates should email their **cover letter, an updated CV and academic documents [as ONE pdf attachment]** addressed to the **Human Resource and Administration Manager** on **[apply@pace.org.ug](mailto:apply@pace.org.ug)**, indicating the **Job title in the subject of the email**.

**Inclusion of your salary expectation in your cover letter is a key requirement.**

Applications should reach us not later than **5.00pm or 1700H (East African Time) on Wednesday April 14<sup>th</sup>, 2021**.

Applications received will be reviewed on a rolling basis, so we encourage you to submit your application as soon as possible!

Only shortlisted candidates will be contacted.

*PACE is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, personal appearance, matriculation, political affiliation, family status or responsibilities, gender identity or expression, pregnancy, childbirth, related medical conditions or breastfeeding, genetic information, amnesty, veteran, special disabled veteran or uniform service member status or employment status.*

**\*\*Please note PACE does not solicit for funds during any recruitment process.**

