

Position Title:	Deputy Finance Manager
Position Grade:	9
Position Type:	Full Time
Reports To:	Finance Manager
Duty Station	Moroto, Uganda

ABOUT CRS:

Catholic Relief Services (CRS) carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partners, people of all faiths and secular traditions who share our values and our commitment to serving those in need.

JOB SUMMARY:

The Deputy Finance Manager will provide overall management of sub-grants, trainings in program and financial management, offer support to local implementing partners on sub-grant management and assist in reviewing sub-grants agreements. S/he will ensure compliance to regulations, accepted accounting practices and manage partner cash advances and liquidations. The position will build the partners' capacity to ensure improved compliance with donor requirements and to manage the grant.

KEY DUTIES AND RESPONSIBILITIES:**Grants Management & Compliance**

1. Serve as the partner point of contact on grant management and compliance issues.
2. Assist with the preparation of standard grant agreements for partners and maintain individual partner files.
3. Ensure the maintenance of all files, records and documents relating to the project.
4. Coordinate the development and implementation of grant management capacity building activities such as trainings at partner level.
5. Regularly monitor all local partners' compliance in meeting grant reporting and compliance regulations, report the findings to the Finance Manager and initiate corrective measures.
6. Supervise the financial monitoring of sub recipients and approve Monitoring Visit Reports.
7. Assist in coordination of meetings/trainings related to grant reporting and compliance
8. Regularly monitor the capacity of grants and compliance officers to monitor and comply with regulations and initiate steps to improve the same.

Budgeting

1. Lead preparation of proposal budgets.
2. Review partners' budgets and provide comments/recommend approval by Finance and Compliance Director.
3. Monitor partner budgets and expenses at least on a monthly basis and compare actual expenditure against cash forecast to ensure adequate cash holding partner level.
4. Assist the Finance Manager to build the capacity of Finance Officers-Grants to support partners on budgeting

Partners' Financial Support

1. Ensure that the Finance Officers provide direct technical support in all aspects of finance for Partners.
2. Regularly monitor and assess each partners' ability to accurately record and post all financial transactions and provide feedback to Finance

Offices and partners.

3. Advise on GAAP and basic accounting records to be maintained at partners.
4. Identify partners' training needs, and recommend to the Finance Manager training curriculum to address the needs.

Internal Control Assessments and Site Visits

1. Conduct together with Finance Officers partner financial management assessment using CRS Internal Control and Monitoring/ information gathering tools, as required.
2. Regularly visit the partner to monitor the performance of Finance Officers and partner and provide support.

Internal Control Improvement Plan

1. Schedule, track and ensure completion of assessments of all sub-recipients as per SRFM policy
2. Ensure all assessments and partner documents on posted on Gateway
3. Ensure sub-recipients complete an ICIP and submit it to CRS before/after due date
4. Conduct review and work with SR to revise ICIP as necessary
5. Ensure monitoring to subs are done as per timetable which is prepared based on SRFM
6. Provide targeted and customized follow-up support and assistance to 3-4 priority subs in order to implement and complete ICIP.
7. Provide follow-up support and assistance to other subs as requested.

Financial management:

1. Ensure that advances to partners are liquidated in a timely manner.
2. Render support in the review of liquidation reports and partner advances within the sub-grant budgets ensuring that all liquidations are processed according to grant and CRS guidelines.
3. Ensure that all project assets with partners are verified and reconciled on a regular basis.
4. Maintain and track sub-recipient agreements and amendments, obligated amounts and update grant files.
5. Consolidate quarterly cash forecasts from partners and submit to the Finance and Compliance Director.

Staff management:

1. Lead, direct, mentor and coach Finance Officer -Grants.
2. Assist in setting annual finance and compliance targets and ensure that specific tasks are built in every compliance staff performance plan. (what is the expectation exactly)
3. Motivate, develop, coach and appraise subordinate staff in accordance with CRS Performance Management System (PMS) and Catholic Social Teachings (CST)
4. Review and recommend updating of Finance Officer -Grants (Is this very relevant for this position).

QUALIFICATIONS, SKILLS AND EXPERIENCE:

- Suitable candidates will hold a Bachelor's Degree in Finance, Administration or Accounting, MBA preferred.

- At least five years' experience working with a large NGO, of which three years managing sub-grants especially USG.
- Sound coordination skills and a demonstrated ability to multi-task. Strong personnel management, administrative and financial skills. Ability to review and analyze partner budgets.
- Strong diplomatic skills and proven ability to work in a multi-partner program.
- Proven experience in building, strengthening and sustaining management and financial capacity.
- Excellent English language oral and written communication skills. Proficiency in Microsoft Office suite, including Word, Excel, PowerPoint and Outlook.
- Excellent interpersonal, oral and written communication and negotiation skills. Fluent written and spoken English.
- Extremely flexible, and have the ability to cope with stressful situations. Ability to maintain performance expectations and strong working relationships.
- Past experience with and enthusiasm for on the job training.
- Computer literacy skills i.e. Knowledge of Microsoft Office software (Word, Excel, Outlook, and Internet) required.
- Desire to work effectively in a team, oriented environment.
- All CRS staff should possess the following values: Serves with Integrity, Models Stewardship, Cultivates Constructive Relationships and Promotes Learning.
- Ability to travel within rural Uganda.

AGENCY-WIDE COMPETENCIES (for all CRS Staff)

These are rooted in the mission, values, and principles of CRS and used by each staff member to fulfill his or her responsibilities and to achieve the desired results.

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

CRS' recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation

"I understand that CRS takes all allegations of abuse and exploitation seriously. Abuse or exploitation of children or vulnerable adults is grounds for immediate dismissal."

NOTE: To apply, please follow these instructions exactly otherwise your application will NOT be considered:

- **Email a cover letter and CV only to ug-recruitment@crs.org by March 19th, 2018 at 5:00pm.**
 - **Large files and/or scans of documents will lead to rejection of your application, in the subject line of the email, copy and paste -DEPUTYFINANCE MANAGER MOROTO only**
 - **All applications that do not contain this exact subject line will be rejected and not read**
- ONLY SELECTED CANDIDATES THAT MEET THE REQUIREMENTS WILL BE NOTIFIED.**
- EMALE CANDIDATES ARE ENCOURAGED TO APPLY.**