

JOB DESCRIPTION AND PERSON SPECIFICATION

Farm Africa, founded in 1985, is an international non-governmental organization working in Uganda, Ethiopia, Kenya and Tanzania. We drive agricultural and environmental change to improve lives. Our strategy has three pillars: agricultural expertise, management and preservation of ecosystems, and the power of business to drive prosperity. We believe Africa has the power to feed itself and are helping make this happen by establishing and spreading the best farming and forestry techniques so that poor farmers and herders have more food to feed their families and to sell. We help smallholders manage their natural resources sustainably so that they can withstand climate change challenges and shocks and ensure their families have enough food in the future as well as now. Farm Africa works in partnership with communities, government, local and international organizations, and the private sector to innovate, learn and share best practices for maximum impact of our projects.

JOB TITLE: Finance and Administration Assistant– Livestock for Livelihoods, Uganda

REPORTS TO: Senior Livestock Officer with technical support from Project Accountant and Administrator based in (Kotido) –L4L

DIRECT REPORTS: Casual Staff, including the office cleaner

DUTY STATION: Kotido, Karamoja Sub- region, Uganda (with national travel)

DURATION & HOURS: Fixed-term contract, full-time, ending 31st March 2022.

BACKGROUND

Farm Africa has the ambition to be the leading European NGO specialising in Agriculture, Natural Resource Management and Market Engagement. It is currently managing a £5m grant for a Livestock for Livelihoods (L4L) programme operating in Uganda’s Karamoja sub-region and Ethiopia’s South Omo zone funded by the UK government (UK Aid). The project is being implemented across four districts of Karamoja sub-region (Moroto, Napak, Kotido & Nakapiripirit).

Under this programme, Farm Africa is working with local civil society, SMEs, cooperatives and farmer organisations to develop market systems that support livestock services and enterprises for 21,000 women, contributing to women’s economic empowerment, reduced poverty and improved nutrition of women and children. The project will address market failures in animal health and breeding services to improve livestock productivity, build capacity and assets of herders, establish trade and enterprise opportunities and improve household nutrition practices through behavioural change. It will demonstrate how nutrition interventions can build on women’s economic empowerment to contribute to both increased income and improved household nutrition.

PURPOSE OF THE ROLE

To support Project Accountant and Administrator in ensuring a high standard of financial management and reporting for Farm Africa’s £2.5m, four year, Livestock for Livelihoods project. In particular, he/she will be responsible for delivering a high level of financial and administrative support in the Kotido sub-office, where a team of four staff are based. He/she will also ensure the smooth running of the office and ensure that Farm Africa policies and procedures are understood and adhered to.

KEY TASKS AND RESPONSIBILITIES

The key responsibilities of the Finance & Administration Assistant will be:

1. Financial Administration for Kotido Office

- Ensuring transactions are properly and promptly recorded in cashbook and SUN templates with accurate codes.
- Ensuring that proper accounting records are maintained including debtor and creditor listings and staff working advance records, carrying out monthly reconciliations
- Ensuring timely payment of all invoices and expenditures
- Supporting the Project Accountant and Administrator in preparation of monthly and quarterly cash requests for the office.
- Working with the Project Accountant & Administrator to ensure that sufficient cash is available in the office to meet project and office running costs
- Processing of SWA requests and ensuring they are retired in a timely manner with all records correctly filed
- Ensuring that all supporting documents are submitted and filed for every payment request and purchase
- Updating the petty cash book in a timely manner and ensuring that periodical cash counts are conducted
- Ensure that monthly cashbook is submitted to the Project Accountant and Administrator for review and approval
- Supporting the Project Accountant and Administrator with the month end reconciliation process
- Maintain financial files (both hard and soft copy) in an organised manner
- Ensuring that contracts are respected and paid for according to agreed terms of payments

2. Procurement

- Supporting the Project Accountant and Administrator in ensuring high level of compliance of procurement policies and procedures for the Kotido office
- Requesting for quotations from service providers and suppliers
- Reviewing purchase requests and quote evaluations against approved budgets, and ensure that the correct accounting codes are added
- Maintaining an accurate and up-to-date list of pre-qualified suppliers, and working with the Project Accountant & Administrator to pre-qualify new suppliers as appropriate
- Monitoring the service contracts and working with Project Accountant and Administrator to ensure that renewals takes place on time.

3. Logistics

- Ensuring that vehicle logbooks are completed by the driver & assistant after every trip
- Maintaining a record of insurance policies for vehicles and motorbikes, and ensuring that policies don't lapse

- Working closely with the project driver and assistant in ensuring that all assets are well maintained by ensuring timely servicing and repairs
- Making arrangements for staff travel
- Working closely with project driver and assistant to ensure that accommodation and other logistical items for visitors are in place well in advance.
- Ensure that project reports are frequently compiled and submitted in line with Farm Africa guidelines and donor requirements

4. Human Resource Administration

- Keeping up to date physical and digital files for all members of the office
- Maintaining annual leave, sickness and other absence records for the team members in Kotido
- Supporting with recruitment, including calling candidates for interview
- Ensuring that Health Insurance and Workers Compensation Insurance policies are in place for all members of the team

5. Office Administration

- Responsible for efficient running of the office facilities, including managing the office supplies
- Ensuring that utility bills, including internet, are kept up to date
- Ensuring that the office is kept in a good condition, organising repairs as required
- Ensuring that the office compound is kept in a good condition
- Ensuring that the security staff are reporting duty as contracted
- Ensuring that a proper filing system is in place at the field office for all important documents
- Maintaining an accurate and up-to-date list of all office inventories
- Maintaining an accurate and up-to-date record of project fixed assets
- Ensuring that all Farm Africa assets are insured, and policies renewed as required

These essential functions are not to be interpreted as a complete statement of all duties performed. Employees will be required to perform other job related duties as required. All work responsibilities are subject to having performance goals and/or targets established.

PERSON SPECIFICATION	
Essential	Desirable
Education, qualifications & other knowledge	
Degree in a relevant subject such as Accounting, Finance or Business Administration	Knowledge of SUN system
Minimum two years' experience working in a busy finance and/or administration team	
Experience	
Experience of processing financial transactions and maintaining financial records	Experience of setting up administrative systems or processes

Experience of leading or supporting procurement processes	Experience of organising travel within Uganda
Experience of maintaining a fixed asset register or stock register	Working for an INGO
Experience of maintaining staff records	
Experience of office/facilities management	
Experience of managing casual staff such as cleaners or guards	
Experience of information management and using Microsoft Excel or Access to manage and store data	
Skills & abilities	
Outstanding organisational skills, and the ability to manage a busy and varied workload	
Strong written and verbal communication skills, including the ability to communicate with people from a broad range of backgrounds.	
Flexible and 'can do' attitude	
Honesty and Integrity	
Team player	

Our VALUES

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

EXPERT. Deep expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

GROUNDDED. Positive change starts with Africa's people, so our experts work closely with local communities, engaging them in every level of decision-making.

IMPACTFUL. We take a long-term view so we can deliver lasting changes for farmers and their families.

BOLD. We model innovative new approaches and are not afraid to challenge strategies that are failing.