

POSITION DESCRIPTION

DATE APPROVED: JUNE 2026

Employer:	Adara Development (Uganda)
Location:	Kiwoko Hospital, Nakaseke District, Uganda
Employment status:	Full time
Reports to:	Finance Manager
Direct reports:	Finance Assistant

OVERALL JOB GOALS

- To ensure all financial policies and procedures and key controls are maintained
- To manage payments, cash balances, preparation of monthly fund requests and budget versus actual analysis for Adara Development Uganda (**DevU**)
- To support budget holders in planning and implementing their programmes

KEY RESPONSIBILITIES

1. Update accounting records

- Review and post transactions made by the Finance Assistant ensuring that all payments are authorised by appropriate staff, following Adara's financial processes and procedures
- Review weekly cash counts
- Review monthly fund request to the Adara Development Global Support Office (**GSO**), working with the required DevU staff members.

2. Reporting

- Prepare and enter month end journals for review and posting by the Finance Manager
- Reconcile balance sheet accounts
- Assist with the annual DevU budget process, meeting with project implementors, completing the budgets and liaising with the Finance Manager and GSO finance team
- Analyse and provide commentary for monthly budget vs actual reporting

3. Implement, monitor and improve financial policies and procedures

- Ensure DevU follows all financial policies and procedures and that key controls are maintained
- Evaluate financial policies and procedures and suggest improvements for review by the Finance Manager and the GSO
- Ensure DevU staff are compliant and train them on the adopted financial policies and procedures
- Maintain the fixed asset register, perform periodic physical counts of assets and review their status
- Ensure DevU's assets and financial information are adequately safeguarded and that confidentiality is maintained

4. Communicate timely and accurate information to relevant stakeholders

- Attend weekly, fortnightly catch-up meetings with the GSO as required
- Update the DevU team on relevant finance matters in the weekly team meeting
- Liaise with external auditors during the annual audit process

5. Government, compliance and statutory requirements

- Liaise with the Uganda Revenue Authority as required to assist with taxation matters
- Liaise with Stanbic Bank and mobile money platforms as required to resolve issues

QUALIFICATIONS AND EXPERIENCE

- Relevant degree in business, accounting or economics.
- A minimum of three years hands-on experience in a relevant role
- Experience managing month end
- Experience managing a balance sheet and P&L

COMPETENCIES

- Sound knowledge of the requirements set by the Ugandan Revenue Authority and other relevant regulatory bodies of Uganda
- Sound knowledge of financial management accounting principles
- Experience using an accounting software to manage payments and reconciliations
- Computer literate and experience using Microsoft Office, in particular Excel and Word
- Excellent time management skills
- Ability to demonstrate working in a complex environment
- Strong understanding and ability to demonstrate strong internal controls and procedures

Desirable

- CPA qualified or working towards qualification
- Experience working for an NGO in a relevant role
- Exposure to online payment platforms and/or online banking
- Experience using Microsoft Dynamics 365 Business Central

KEY CONTACTS

Internal Contacts

- Staff at all levels in Australia, Uganda and USA

External Contacts

- External auditors
- Government officials
- Bank officials
- Customers and suppliers