



Job Description for Finance and Admin Coordinator Position

About the role

The FA position is a new role at the LéO Africa Institute. The position holder will be directly in-charge of managing the Institutes finances and fundraising activities.

Position	Finance and Administration Coordinator		
Employer	LéO Africa Institute (LAI)		
Duration	36 months		
Reports to	Deputy Director		
Duty Station	Uganda		
Start Date	1 February 2021	Working Hours	40 hours a week
Leave	30 days per annum	Benefits	TBD
General Job Description			
<p>The Finance and Administration coordinator (FA) will be directly in-charge of managing the Institute’s administrative, financial, and M&E matters. The FA will also be a member of the Institute team implementing the project “Great Lakes Youth Network for Dialogue and Peace. Our Diversity - our Opportunity!” funded by KAS and the EU.</p> <p>The FA will also assist the Deputy Director and the Institute team with the implementation of LéO Africa Institute activities in Uganda but also in the other target countries in the region where the Institute runs initiatives.</p>			
Duties and Responsibilities			
<u>Activity Administration</u>			
<ul style="list-style-type: none"> ○ Together with the Deputy Director (DD) plan and prepare for workshops, trainings and conferences. Invite participants ; maintain attendance lists, source venues and accommodation, travel logistics, etc. ○ Compile programmes/agenda for all meetings, workshops, training sessions, etc.; ○ Maintain and manage contact data base (target group, stakeholder, other relevant actors); ○ Ensure availability of workshop materials, including all necessary documentation, prepare participants/travel list, track activity and expert reporting, contract management; ○ Contribute towards updating Activity Plans and implement activities accordingly; ○ Ensure vehicle log book and Time Sheets are kept and signed by DD monthly; ○ Take minutes from team meetings; ○ Support the DD in project planning and reporting; ○ Assist DD in identifying possible funders and building a fundraising strategy for LAI 			
<u>Financial administration</u>			
<ul style="list-style-type: none"> ○ Prepare the monthly accountancy/reconciliation for the funds transferred to LAI; ○ Cash-Flow Management for the activities in Uganda; ○ Ensure LAI tax compliance with URA, URSB, etc. ○ Establish a LAI accountancy system and regularly file documents ○ Responsible for procurement processes, checking of expense reports and claim forms; ○ Scanning the financial documents on a monthly basis and send to the EU project hub in DRC; ○ Organize all payments – salaries and other expenses; 			
<u>Monitoring & Evaluation</u>			
<ul style="list-style-type: none"> ○ Assist the M&E Manager in data management and reporting. 			
Qualifications, experiences and competencies			

2. University Degree in Political Science, Development Studies, Project Management, Accounting/Finance, Economics or a related field;
3. At least five (5) years of professional experience in financial and administrative tasks in a project environment;
4. Experience in implementing donor-funded projects would be considered an asset;
5. Proven interest in youth, peace building and conflict resolution;
6. Excellent written and oral English language skills;
7. Ability to work in an international, multi-ethnic environment;
8. Able to work independently and highly meticulous;
9. Well-developed team player skills;
10. Ability to maintain attention to detail and to work under the pressure of rigid deadlines and conflicting priorities;
11. Ability to communicate detailed accounting information clearly and concisely, both verbally and in writing;
12. Ability to participate as a contributing member of an international and customer-oriented team;
13. Strong computer literacy, including Microsoft office, in particular Excel.