



ADVERTISEMENT

Position : Part-time Financial Management Associates (2)

1.0 Background

Impact and Innovations Development Centre (I IDC) is a not-for-profit regional Technical Assistance (TA) and Learning partner organisation that works with development agencies in the public and private sectors to promote impactful and innovative programming. I IDC builds capacities, facilitates learning to enhance the efficacy of development programming in Africa to achieve sustainable and equitable development outcomes for all.

I IDC currently oversees a consortium of 10 implementing partners in the scaling up of the REAL Fathers project across Uganda. The project is currently being implemented in 58 districts across Uganda, as the lead organization, I IDC is responsible for managing grant funds and coordinating capacity-building initiatives to support effective project implementation.

Given the significant role that I IDC plays in financial oversight, I IDC seeks to recruit **Part-time Financial Management Associates** to support in ensuring that all partner expenditures are accurate, compliant with financial regulations, and represent value for money.

2.0 Job Purpose

This role is instrumental in maintaining financial accuracy, ensuring compliance, and upholding value for money in all partner-related expenditures. By thoroughly reviewing financial documentation, verifying expenditures, and conducting compliance checks, the associates will contribute to financial integrity and efficiency, enhance expenditure management processes, and strengthen financial accountability within partner organizations in collaboration with the I IDC Technical Advisor on Financial Management.

2.1 Specific Tasks

a) Review and Verification

- Conduct a thorough review of all partner expenditure documents (e.g., invoices, purchase orders, payment vouchers) to ensure accuracy and completeness.
- Verify that expenditures are duly authorized and align with the respective partner's financial regulations and policies.
- Ensure that expenditures are correctly coded and categorized in accordance with signed project agreements.

- Confirm that all payments are processed accurately, in compliance with project requirements, and free of duplicate transactions.

b) Compliance

- Verify that partner expenditures adhere to project agreements and are executed within the framework of applicable financial regulations, policies, and procedures.
- Proactively identify and escalate any financial or regulatory non-compliance issues, including statutory obligations (e.g., PAYE, NSSF, WHT).
- Support adherence to donor requirements by verifying the exclusive use of authorized suppliers.

c) Analysis and Reporting

- Analyse activity expenditures against budget allocations, identify budget overruns, and provide recommendations in line with project requirements.
- Prepare periodic expenditure review reports, highlighting key observations and concerns.
- Support the enhancement and implementation of improved expenditure management processes in collaboration with partners where necessary.

d) Collaboration

- Work closely with the IIDC Technical Financial Management Advisor to ensure accurate and timely processing of reports, expenditure verification schedules, and partner fund transfers.
- Provide guidance and training to staff on expenditure procedures and policies in coordination with IIDC TA Financial Management.

3.0 Qualifications and Experience

- Bachelor's Degree in Finance, Accounting, Business Administration, Economics, Financial Management, or any related field from a reputable institution.
- At least a Part III professional qualification such as ACCA/CPA.
- At least 7 years' experience in an NGO middle level or Senior Finance Management role. Experience in an Audit Firm will be an added advantage.

4.0 Submission details

If you meet the above requirements and are interested in this role, submit your application through this link <https://forms.gle/qsMTGoZRy9ZpXa388> by **18th June 2025** at **5:00 PM EAT**

Disclaimer

- By submitting a cover letter and CV, the applicant grants permission for IIDC to use the documents to identify a suitable candidate for the assignment.
- IIDC reserves the right to review the applications as they come in without necessarily waiting for the deadline
- IIDC is not obligated to provide feedback to unsuccessful applicants.