

Position: Finance Officer

Reporting to: Head of Finance and Operations

Location: Kampala, Uganda

StrongMinds (www.strongminds.org) is a dynamic and fast growing 501(c)(3) social enterprise based in Maplewood, N.J, that focuses on one of the most underserved populations and one of the most pervasive mental illnesses in the world. We treat depression among women of all ages in Africa, where access to mental health treatment is extremely limited, and will be launching our services in Newark, New Jersey beginning in 2022.

Since its start in 2014, StrongMinds has treated over 170,000 women with depression in Uganda and Zambia. *We are the only organization scaling a solution to depression with a potential to serve millions of people in the next ten years.*

StrongMinds has earned an impressive reputation in the global mental health space. In addition to media coverage in the New York Times, Forbes, BBC World Service, and the Stanford Social Innovation Review, we are described by UK organization Founders Pledge as the most cost-effective mental health organization working in the developing world.

About StrongMinds Uganda

StrongMinds Uganda (SMU), is a non-profit, non-governmental organization (Registration No.S.5914/11746) situated at Plot 30, Luthuli Rise Bugolobi, PO Box 35874, Kampala, Uganda. SMU's mandate is to improve the mental health of women in Uganda by implementing a simple, evidence-based, and cost-efficient model of group talk therapy, based on group interpersonal psychotherapy (IPT-G). SMU has field presence in Lamwo, Kotido, Mbale, Wakiso, Mayuge, Mbarara, Mukono, Kampala, and Iganga. SMU services can also be accessed virtually via *252# and select option 10 for free counseling over the phone.

Job Purpose:

Under the leadership of the head of finance and operations, the Finance Officer is responsible for providing technical expertise and supporting the financial operations of the Strong Minds Uganda Office and ensures timely and accurate financial reports and practices including review and entry of financial transactions in the electronic system, cash management, financial disbursements, ledgers, risk management and ensuring high levels of compliance for both internal policies and statutory requirements:

Key Areas of Accountability:

Petty Cash Management

- Ensure timely and accurate review of petty cash transactions from all SMU offices
- Review all supporting documentation (requisitions, receipts, invoices, reports) for all Strong Minds Uganda petty cash payments from all locations. Filing all the financial documentation by ensuring that all petty cash vouchers are paid and correctly stamped.
- Post all paid petty cash transactions in QuickBooks to enable timely system updates and reconciliations.
- Perform Surprise cash counts for all office petty cash held.

Accounts Receivable Management

- Preparation and dissemination of staff advance statements and other accounts receivable statements through performing monthly reconciliations
- Regular review of the staff advances accounts and other accounts receivable ageing reports for accuracy and reliability as guided by SMU's finance policy
- Performing all Month end closure routines for accounts receivables.
- Reviewing and posting receipts, expenses, and other transactions in the system.
- Generate all accounts receivable invoices ensuring compliance; these include all staff advances and prepayments ensuring they are retired or expensed on time.
- Follow up on all outstanding staff advances, ensure that Organization employees return organization funds in case of under expenditure and in case of over-expenditure staff claims /reimbursements are processed promptly with the adequate supporting documents.

Accounts Payables Management

- Preparation and dissemination of accounts payable reconciliation statements by performing monthly reconciliations
- Regular review of the accounts payables ageing reports for accuracy and reliability as guided by SMU's finance policy
- Performing all Month end closure routines for accounts payables.
- Follow up on all outstanding accounts payables and ensure that Organization clears them in a timely manner.

Financial Systems and Financial Reporting

- Ensure that the QuickBooks Accounting System is accurately and timely updated with all SMU related financial transactions.
- Prepare monthly reconciliations of accounts payables, accounts receivable, bank accounts, petty cash accounts, Beyonic account, cash accounts and other balance sheet

accounts to identify differences and discrepancies in the accounts and prepare adjusting journals to make the relevant corrections.

- As per SMU guidelines, you are to document, journalize all salaries, wages, bonuses, statutory deductions, and workers compensation of all employees at month end.
- Assist with the preparation of monthly financial reports. - including budget vs actual for each SMU department and intercompany reconciliations with other SM offices

Audit and Evaluations

- Support the annual audit process both internal and external by providing information and clarifications needed by the auditors in a timely manner
- Assist in adoption and implementation of any audit recommendations
- Provide progress reports on the status of implementation action item provided to Finance Manager on time.

Budgeting and Forecasting

- Assist in provision of technical support and guidance during the preparation of the annual organization budget.
- Support Program teams in the monitoring and tracking of their budget expenditure by participating in budget review meetings.
- Participate in the preparation of donor proposal budgets

General Compliance and Risk Management

- Monitor staff advance balances and ensure these are always maintained as current and cleared in time as per the finance policy with all supporting documents attached.
- Support in implementation of internal controls of the organization as per policies in place.
- Advise both finance and non-finance staff over matters of internal control compliance.
- Review the suitability of the existing controls to ensure they are adequate to minimize the risk of exposure.

Compliance and Accountability

- Support the Finance manager in allocating other organization's expenses as per the donor allocation sheets
- Support the field teams during support supervision visits to field locations.
- Prepare support visit reports and share with FM
- Follow-up issues from the field teams to include in Audit log.

Capacity Building

- Support the Finance Manager in building financial management skills for all SMU staff.

- Identify gaps and collaborate with Field Offices to facilitate & coordinate training and capacity building for the staff.
- Organize experience sharing engagements among Field Office staff on different subject matters in financial management.

Education:

- Bachelor's degree in Accounting or Finance, Business Administration, or related field
- Partial or full professional qualification in CPA, ACCA, or other internationally recognized accounting.

Experience:

- A minimum of 4 years of working experience in the accounting/finance department of an international NGO.
- Experience in financial management, finance policy implementation, budget monitoring and financial.
- Familiarity with QuickBooks accounting system will be an added advantage.
- Good analytical skills and ability to present and report findings verbally and in writing.

The successful Finance Officer will also be expected to embrace and role model the core values of StrongMinds:

- We are people focused.
- We think big and act fast.
- We are data driven.
- We do what we say and say what we do.
- We believe in collaboration, not competition.

As part of a rapidly growing NGO, this role has potential for advancement. Smart, aggressive, and ambitious candidates are encouraged to apply.

Salary: Competitive salary commensurate with experience.

Start Date: Soonest.

Job Type: Full-time

Schedule: Monday to Friday

COVID-19 considerations:

StrongMinds strictly adheres to all CDC guidelines for Covid-19 protection.



To Apply:

Send résumé and short cover note to careersug@strongminds.org mentioning **"Finance Officer"** by November 15, 2022.