

## Role Description

**Position:** Finance and Administration Manager (1)

**Department:** Finance and Administration

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## Overview

Sebalu & Lule Advocates seeks a Finance and Administration Manager to provide financial and administrative management to the firm.

The Finance and Administration Manager will provide financial and administrative management, overseeing financial, contractual, procurement, operational, controls and logistics aspects of the firm. S/he will ensure that the financial affairs of the firm are properly managed and reported and generally manage the operational aspects of the firm. The individual will support the Managing Partner in the governance and oversight of the firm's operations.

## Responsibilities and Duties

### (a) *Finance*

- Ensure accurate financial reporting of the firm in accordance with established financial reporting standards and administrative best practices.
- Lead efforts to ensure cost efficiency of the firm's operations including conduct of benchmarking exercises and supplier reviews to ensure value for money of the firm's expenditures.
- Maintain and administer the firm's financial accounting and bookkeeping system (QuickBooks) required to assure the integrity and effective performance of the firm's financial operations.
- Prepare accurate monthly and quarterly financial reports in a timely manner to facilitate decision making by the firm's management team.
- Manage the firm's day-to-day cash needs, payments and procurement and ensure that the firm's payments to suppliers are in line with firm policies and procedures.
- Lead the development, monitoring, and review of the firm's annual budget.
- Prepare monthly financial analysis and budget vs. expense reports to determine reasonableness of variances and take appropriate actions, as required by the management team.
- Prepare the firm's annual financial statements in accordance with IFRS,
- Facilitate the work of external auditors and ensure that financial records are properly maintained and readily available during audit.

- Manage the tax affairs of the firm including timely filing of returns and tax payments.
- Manage monthly payroll and ensure necessary deductions and reimbursements are processed timeously.
- Ensure that bank reconciliations as well as debtors and creditors analysis reports are prepared monthly.
- Manage and ensure the safe custody of controlled stationery.
- Manage the implementation of external audit recommendations.

#### **(b) Administration**

- Oversee day-to-day activities in the accounts, registry, clerical, IT, facilities and secretarial functions of the firm.
- Oversee and report on compliance with the firm's financial and other policies and procedures and continuously improve systems and mitigate risks.
- Supervise implementations of new processes and systems aimed at operational efficiency within the firm.
- Ensure effective functioning of the firm's tools and systems.
- Provide guidance, monitoring and support to the staff of the firm on matters such as procurement of goods and services, billing, etc.
- Oversee management and control of fixed assets, equipment and supplies.
- Manage the firm's insurance portfolio and ensure compliance with policy terms.
- Provide performance management to support staff of the firm and oversee the induction of new staff to the firm's policies and procedures.

#### **Ideal candidate profile**

- Minimum of a Bachelor's degree from a recognized university in Business Administration, Public Administration, Finance, Accounting or other relevant field as well as a recognised professional certification.
- At least five years of finance and administrative experience with specific experience in procurement, financial analysis, financial reporting, cash flow analysis and budget development and forecasting.
- Previous direct supervisory experience of professional and support staff
- Knowledge of IFRS
- Demonstrated experience organizing resources and managing external service providers and suppliers.

- Experience developing and/or implementing finance and accounting policies, procedures and systems.
- Strong analytical, decision making and problem solving skills.
- Excellent verbal, written, interpersonal and presentation skills.
- Excellent skills in facilitation, team building, and coordination
- In depth knowledge of financial software applications, databases and spreadsheets, including QuickBooks Enterprise, and Microsoft Office.
- Demonstrated ability to lead diverse teams and work independently with initiative.

### Submission

All applications should be addressed to the following address by **21 June 2019**:

*The Managing Partner  
Sebalu & Lule Advocates  
S&L Chambers, Plot 14 MacKinnon Road  
Nakasero, Kampala*

*Attention: Mr. Barnabas Tumusingize*

The submission pack should include a cover / motivation letter, detailed curriculum vitae, tertiary-level academic documents and proof of completion of the Certified Public Accountant / Association of Chartered Certified Accountants course.