

INTERNAL JOB ADVERTISEMENT

The National Forestry Authority (NFA) is a Government agency established under the National Forestry and Tree Planting Act, 2003 as a corporate body responsible for sustainable development and management of Central Forest Reserves (CFRs) and provision of technical support to stakeholders in the forestry sub-sector. NFA's vision is "A world class, global leader in sustainable forest management", while its Mission is "To sustainably manage and develop the country's Central Forest Reserves and to provide quality forestry products and services for the socio-economic development of Uganda".

NFA seeks to recruit a qualified Ugandan to fill the following position.

POSITION: DIRECTOR FINANCE AND ADMINISTRATION (1 POSITION)

Reports to: Executive Director

Duty Station: Headquarters Kampala

Salary Scale: NFA 2

Terms of Employment: Three (3) year contract (Renewable)

Job summary: To provide financial, administrative and Strategic leadership to NFA.

Duties and responsibilities

- Ensure proper maintenance of books of accounts and other relevant documents including the safe custody of such documents.
- Prepare proper and timely submit in-year and annual financial statements and reports to Management, Accountant General and Auditor General.
- Prepare annual plans, budgets and monitor performance of approved budgets, commitments, expenditures, payables, accounts receivables and revenues within the vote and take corrective actions where necessary.
- Review all payment request before forwarding to the Accounting Officer for final approval.
- Ensure compliance with PFMA, PFMR, financial manuals, instructions and circulars and NFA financial policies.
- Take precautions against risk, fraud, embezzlement and mismanagement of public funds by ensuring compliance with established financial controls.
- Ensure adequate provisions exist for safe custody of cash, assets, valuable documents and information.
- Ensure daily and monthly bank reconciliations are carried out and at any outstanding issues are quickly resolved.
- Support and coordinate internal and external audit processes and oversight institutions such as Parliament and ensure that there is follow up on queries and recommendations.
- Manage, allocate schedule of duties, supervise and build capacity of staff under him/her.
- Attend Management meetings and advice on financial and administrative matters.
- Report to the Accounting Officer and Accountant General in writing any apparent defect in revenue, expenditure, cash or assets and any breach or non-observance of the law
- Develop and co-coordinate implementation of effective revenue collection systems ensuring that all income dues are properly collected, recorded and accounted for.

- Oversee all administrative activities including infrastructure, transportation, office supplies, assets, stores and records.
- Perform any other duties as may be assigned by the supervisor.

Qualifications, work experience and interpersonal attributes/competences

- Honors Bachelor's Degree in Commerce (Accounting option), Business Studies (Accounting Option), Business Administration (Accounting Option), Finance and Accounting plus full professional accounting qualifications (ACCA, ACA, ACIS, CPA) or full professional qualification in accounting plus a minimum of a Postgraduate Diploma.
- A Master's degree in Business Administration or related discipline
- Fully qualified Accountant
- Membership of ICPAU
- Minimum of eight (8) years working experience of which 5 years should be at a managerial or senior supervisory level.
- Minimum of forty (40) years of age.
- Good decision making and leadership skill
- Critical thinking and attention to detail
- Analytical and good communication skills
- High level of integrity, resilience and reliability.
- Management, team building and organizational skills.

Criteria for application

Interested candidates who meet the above requirements, should submit their applications, certified copies of academic certificates, transcripts and curriculum vitae giving full details of applicants' education, qualifications, experience (with evidence), present salary, three referees with their full postal address, e-mail and telephone contacts as well as the candidate's full address and e-mail to the address below not later than close of business on 29th September 2023 or send soft copies to recruit@nfa.go.ug.

Only short listed candidates will be contacted. Any form of lobbying will lead to automatic disqualification.

NFA is an equal opportunity employer and women are encouraged to apply.

Applications should be addressed to:

**The Executive Director
National Forestry Authority
Plot10/20 Spring Road, Bugolobi
P.O. Box 70863, Kampala-Uganda
Tel: 0312 - 264035/6; 0414-360400**

