



## Ambasáid na hÉireann Embassy of Ireland

### Head of Finance Job Description

#### Background

The Embassy of Ireland in Uganda was opened in 1994, and serves the purpose of advancing relations between Ireland and Uganda and representing Ireland's values and interests in Uganda.

Ireland's current strategy (2016-2020) for Uganda is guided by our foreign policy, 'The Global Island, Ireland's Foreign Policy for a Changing World', and Ireland's policy for international development, 'One World One Future'.

The strategy covers the breadth of the Embassy's work including consular and visa services, cultural promotion, trade and investment promotion, political engagement, and the development cooperation programme, which is closely aligned to the Government of Uganda's second National Growth and Development Plan. A copy of Ireland's strategy is available [here](#).

The Embassy works with several implementing partners, including government and non-governmental organisations.

For 2019 the Embassy in Kampala will manage a budget in excess of €20 million. Strong financial management and control is a core component for the effective oversight and management of the program and the allocated funds.

#### Reporting

The Head of Finance reports to the Ambassador, with a secondary reporting line to the Financial Controller in the Department of Foreign Affairs and Trade Headquarters in Ireland. The Head of Finance is a key member of the senior management team and he/she works closely with the Head of Development, Second Secretary, Administration and Programme Staff at the Embassy.

#### Overall Role and Responsibility

The Head of Finance supports the Embassy team in providing strong, efficient and effective financial management and control at mission level to ensure that the mission delivers its strategic objectives. Relevant professional experience coupled with an internationally recognised professional accountancy qualification are core requirements to meet the demands of this senior management role.

The successful candidate will be expected to contribute towards improving the wider financial management and internal financial control environment of the Embassy Aid programme.

The Head of Finance will be responsible for the day to day management of the Embassy's Finance Function including:

1. Managing and implementing the financial management system and system of internal financial control;

2. As a member of the Embassy's Senior Management Team, s/he will input into Mission decision making processes, including ensuring the effective and efficient management of resources;
3. Participate in Mission multi annual and annual budgeting; risk management, ensuring value for money;
4. Accurate and complete recording of the financial transactions for the Embassy and Aid programme;
5. Provision of timely financial management information and reports to senior management within the Embassy and headquarters in Ireland;
6. Ensuring the Embassy is in compliance with all documented control procedures, local taxes and other regulatory payments and relevant accounting standards;
7. Ensuring systems are in place to safeguard the Embassy/programme assets;
8. Providing technical financial support to aid programme advisors, including budgeting, financial reporting, organisational capacity assessment of partners, close out processes and periodic operational and risk assessments of partners and Embassy processes;
9. Supervision and development of finance unit staff at the Embassy.

### **Specific Responsibilities**

1. Provision of day-to-day financial management and control to the financial resources allocated to the Embassy;
2. Active engagement in senior management decision-making processes including attendance at senior management meetings.
3. Timely provision of financial information for reporting to headquarters in Ireland and to Embassy management including;
  - a. Monthly and Annual management accounts for Embassy Senior Management and for the Finance Division in Headquarters;
  - b. Preparation of annual financial statements and year end reporting pack to Headquarters in accordance with the year-end reporting timetable and in compliance with requirements of the Irish Auditor General's audit of the aid programme;
  - c. Such other financial reports as may be requested from time to time either by the Embassy Senior Management or by the Finance Division in Headquarters;
4. Overall responsibility for annual budget process, ongoing monitoring of expenditure against budget including reporting of variance analyses; advising on the multi-annual indicative budgeting as part of the strategy process.
5. Prepare annual financial statements and audit file for Embassy and liaise with Embassy internal and external auditors;
6. Responsibility for the day to day management and administration of the of Embassy financial management system using "Infor Sun Systems";
7. Ensuring the Embassy is compliant with the local regulatory system, with particular emphasis on payroll taxes, withholding taxes, pension liabilities and VAT;
8. Providing financial support and advice to Embassy management and advisers overseeing the Irish Aid programme in Uganda ;
9. Management and control of the day to day operations of the Finance unit;
10. Ensuring compliance with mission financial procedures and appropriate accounting standards including monitoring and improving financial internal controls and safeguarding assets;
11. Monitoring implementation of the Counter-Fraud Policy of the Department of Foreign Affairs & Trade and working to ensure the risk of fraud is minimised;
12. Working with the relevant programme advisors, carrying out financial and governance assessment of partners, including support for the analysis of financial budgets and reports received from partners, highlighting any issues which arise and if appropriate any corrective action required and / or impact on further funding;
13. Prudent cash and bank management and monitoring of bank and cash balances on an ongoing basis;
14. Responding to requests for information from Headquarters Finance Division in a timely manner;

15. Participating in regular video conferences with Finance Division in Headquarters and multi country meetings as determined by Finance Division in Headquarters and agreed with the Ambassador;
16. Supervision and development of finance unit staff in the Embassy;
17. Any and all such reasonable additional tasks that the Ambassador may assign.

## **Qualifications, Skills, Experience and Competencies Required**

### **Essential**

1. An internationally recognised professional accounting qualification e.g. ACCA or CIMA;
2. Minimum of 3 years post qualification experience, preferably in a financial management and control role;
3. Experience in the use of financial management accounting packages (knowledge of Infor Sun System would be a strong advantage);
4. Proficiency in the Microsoft suite of applications;
5. Strong analytical and problem solving skills including managing, interpreting, and manipulating large data sets;
6. Proven ability to work under pressure and think laterally in dealing with a wide range of financial issues;
7. Ability to manage staff and deliver results through a team;
8. Strong interpersonal; communication; and negotiation skills with staff and partners;
9. High motivation with a proven ability to work with minimal supervision;
10. A very high standard of personal integrity;
11. A high standard in English, both spoken and written;

### **Desirable**

12. Previous experience with an international organisation is desirable but not essential;
13. Strong background and knowledge of government regulations and laws, public sector accounting and financial procedures and regulations surrounding international funding is desirable.

### **Interview Process**

The shortlisted candidates will undergo a written exercise and panel interview.

The Embassy will not be liable for payment of any expenses as a result of the interview process.

Canvassing will disqualify and will result in a candidates exclusion from the recruitment process.

By submitting information electronically, parties accept that data may not be fully secure.

### **Security Clearance**

Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

## **Data Protection**

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 and 2003 and The General Data Protection Regulation (GDPR) (commenced 25th May 2018). To make a request under the Data Protection Acts 1988 and 2003 and the GDPR, please submit your request in writing to FOI Unit, Department of Foreign Affairs and Trade. As per the provisions of the Data Protection Act 1988 and 2003 and the General Data Protection Regulation (GDPR) and subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

By submitting information electronically, parties accept that data may not be fully secure. Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.

## **Conditions of employment**

The successful candidate must demonstrate a legal entitlement to work and live in Uganda.

The successful applicant will be offered a two year contract including an initial probationary period of six months. The contract will include a requirement for regular performance assessment.

The successful candidate will be based in the Irish Embassy, Kampala and will report directly to the Ambassador. Though Kampala based, the candidate may be required to undertake travel throughout Uganda, especially Karamoja region. Travel and subsistence will be covered in line with the prevailing Embassy rates.

The starting salary for this position is Euro 2,695 per month with an annual increment subject to performance.

The appointment carries no entitlement to the established status in the Irish Civil Service.

Employment with the Embassy will not exempt the successful candidate of any fiscal responsibilities from the Government of Uganda.

***The Embassy of Ireland is an equal opportunities employer.***