



VACANCY ANNOUNCEMENT

Programme Finance Officer

Opening date: Tuesday 13th November 2025; Closing date: Friday 27th November 2025

Share An Opportunity (SAO) Uganda is a Christian child-centred Non-government organization. It envisions a holistically developed child within the community. The organization seeks to recruit a dynamic and self-motivated individual for the position of Programme Finance Officer. The ideal candidate will be based in Kampala and should have worked in a similar position for at least three years.

The Programme Finance Officer will be responsible for ensuring that finances are utilized in accordance with laid-down financial policies and procedures, ensuring timely budget preparations, monitoring its performance, and acting as the technical leader on all budget-related issues.

Job Summary: The Programme Finance Officer is to ensure proper utilization, accountability, reconciliation, and reporting of funds in accordance with laid-down finance policies and procedures, donor guidelines, national laws, and best practices.

Reporting: Finance Manager

Duty station: Kampala

Contract type: Fixed-term contract – 1 year

Proposed start of contract: 5th January 2026

ROLES AND RESPONSIBILITIES

Cash Management and Revenue

1. Management of the organisation's petty cash in line with the established procedures
2. Daily and monthly petty cash reconciliations for approval by the Finance Manager.
3. Monitor the organizational revenue and advise management whenever funds are received
4. Bank all the amounts received in cash intact and immediately
5. Ensure monthly and timely reconciliation of all revenue and cash accounts
6. Follow up with the banks to ensure that all issues outstanding are resolved within a month's timeframe.

Accounting

1. Prepare payments in accordance with SAO U policies, Donor requirements, and best practices.
2. Capture all payment and receipt vouchers in the system accurately as soon as the transaction happens.
3. Check all payments and receipts before capturing to ensure that all supporting documents are authorized, approved, and in line with IFRS, best practice, and the organizational policies and procedures.

4. Ensure proper internal control measures are followed to prevent any occurrence of Fraud.
5. Receive accountabilities and verify them to ensure genuinity timeliness and accuracy and that they are line with the SAO U policies and Donor's requirements.
6. Track individual advances and send monthly reminders for submission of accountabilities where necessary as per SAO U guidelines.
7. Monthly reconciliation of all accounts under your control (Revenue, petty Cash, accounts receivable, and Accounts payable).
8. Prepare monthly cashflow projections in line with program workplans and donor budgets in consultation with program personnel.
9. Fundraising and Resource Mobilisation.
10. Actively engage in resource mobilization.

Administration

1. Prepare monthly budget vs actual reports to show the performance of various projects and thematic areas.
2. Provide support to budget holders as a way of building their capacity
3. Ensure effective management of the organizational assets by undertaking annual stock counts at least once a year and ensuring that there are effective controls in place to manage all assets.
4. A member of the assets disposal committee of the organization
5. In charge of ensuring that all the organizational stock and inventory are well accounted for and captured in the system.
6. Ensure that all the statutory remittances and reports are submitted in accordance with the guidelines and that there are no penalties arising from late or non-remittances.
7. Ensure that there are effective controls around the organizational fuel advances.

Financial reporting

1. Prepare monthly, quarterly, and annual organizational, donor, and ad hoc reports for submission by the 5th day of the following month.
2. Request for donor funds and disbursements upon submission of reconciliations
3. Acknowledgment of receipt of funds from donors and partners. Receive the funds in the system and prepare monthly reports of amounts received compared to what was expected.
4. Ensure accurate and timely capturing of donor funding in the system and in accordance with the respective donor requirements.

Audit process

1. Provide the internal and external auditors with the required information from areas of responsibility during the quarterly and annual audits.
2. Update the audit file at least a month into the audit period for review by your supervisors
3. Follow up with all audit issues in finance to ensure that they are successfully concluded without any audit queries in the management letter.
4. Provide input for the development and updating of financial, assets, records management, and all policies, procedures, and standards necessary to enhance the organizational control environment.
5. Keep abreast of new financial and tax laws in accordance with legal requirements and the best financial practices, and ensure that all staff are well informed in their use.

6. Spearhead the quarterly inventory and annual asset counts in preparation for the annual audit.

Qualifications

1. The candidate should hold a minimum of a bachelor's degree in business administration, Accounting, Finance, Business Management, or Economics, and any other related field in finance.
2. A minimum of 3 years dealing with accounts
3. They should also have either an ACCA or a CPA qualification as an additional minimum qualification.
4. Knowledge of the QuickBooks online system.

The job holder must be a hardworking, spiritually mature, focused, and trustworthy individual who upholds a high sense of integrity and accountability, and commitment to the vision, mission, values, and aspirations of SAO U.

To apply, send your application, resume, copies of your academic documents, and a recommendation letter from either your pastor or reverend to the Human Resources & Administration Manager at info@saouganda.org or hand deliver it to our head offices on Plot No. 1448, Kitale Zone, Kanyanya.

The deadline for applications is Friday, 27th November 2025.