



JOB ADVERTISEMENT

FINANCE & ADMINISTRATION SPECIALIST

REGIONAL RECRUITMENT

The Global Water Partnership (GWP) is a worldwide network which has since 1996 successfully supported countries in their efforts to implement a more equitable and sustainable management of water resources. GWP comprises 3,000+ partner organizations in over 180 countries. Our network of 65+ Country Water Partnerships and 13 Regional Water Partnerships convenes, and brokers coordinated action by government and non-government actors. A long-time advocate for integrated water resources management, GWP draws on implementation experience at the local level and link it across our Network and to global development agendas. For more information, visit <https://www.gwp.org/>

Job Purpose/Role

The overall responsibility of GWPEA Financial Specialist includes but not limited to the financial accounting and reporting; cash flow forecasting, financial management, and reporting on GWPEA finances. The position is primarily responsible for all the GWPEA finance management. He / she will be working under the day-to-day supervision of the GWPEA Regional Coordinator, and working regularly and collaboratively with the Host Institution Finance Department, GWPSA NPC and the GWPO - Senior Financial Specialist in handling financial issues.

Key Responsibilities/Specific Duties:

- I. Financial administration and reporting- all stakeholders
- II. Budget preparation and administration
- III. Vendor management and liaison
- IV. Cash and cash flow management
- V. Payroll management
- VI. Administrative Oversight and Support

Job Specification: Academic/Professional Qualification and Experience/Skills

- A Degree in Finance, Accounting, or any other related degree in business studies from a recognised university.
- Professional qualifications from any internationally recognized accountancy bodies (e.g. CPA, ACCA, ACA, CIMA, CFPA, etc.) is a must.

Minimum Qualification and Experience Required

- Post qualification experience of at least 5 years in accounting and financial management.
- Experience working with accounting systems such as SAGE Pastel is required or any other financial management software.
- Experience in tracking the financial progress of projects, handling funds from donors, and reporting in multiple exchange rates will be an advantage.

- Excellent verbal and written communication skills in English.

Skills Required

- Proficiency in computer applications such as word processing, spreadsheets, accounting packages, email, internet and the workflow process
- Ability to maintain high standards of integrity; establish straightforward, productive relationships; treating individuals with fairness and respect, demonstrating sensitivity for ethnic, cultural and gender differences
- Strong communication and presentation skills including ability to develop proposals, concept papers, position papers as well as write reports and prepare relevant publications
- Risk management and audit processes.
- General fraud prevention strategies.
- Problem solving and analysis.
- Ability to project and uphold Independence of mind.
- Attention to detail.
- Initiative and self-drive for high quality performance.

Duty Station.

The Employee will be based at NBI Secretariat in Entebbe Uganda with possible travel within or out of the Basin GWPO/GWPEA Countries as may be deemed necessary by the Employer.

Period of Service

This is a Regional position with a Contract duration of one year renewable annually based on satisfactory performance, availability of funds and need for the services.

How to apply:

Interested and suitably qualified individuals are invited to visit the NBI website at www.nilebasin.org or GWPEA website <https://gwp.org> and <https://gwp.org/en/GWP-Eastern-Africa/> to download the full Job description/TORs for the position and should submit their applications electronically to the **Executive Director** at: gwpvacancy@nilebasin.org. Application/cover letters clearly indicating the title of the position and accompanied by detailed curriculum vitae should reach the Executive Director not later than **31st December, 2020 at 2:00 pm.**

Please attach scanned copies of your Academic & professional certificates and testimonials, and clearly indicate a minimum of three referees and two former employers excluding the current employer with their full addresses and contacts (Telephone and emails).