



ALLIANCE OF WOMEN ADVOCATING FOR CHANGE (AWAC)

Located Off Balintuma Road, On Nabulagala Road, Plot 10, 1st Black Gate on your left. **PO BOX 31762, Uganda; Tel:** +256(0)592 8 81 454/+256(0)774 603 754; **Email:** awacuganda@gmail.com/kmacklean@gmail.com; **Twitter:** <https://twitter.com/@awacuganda>; **Website:** <http://www.awacuganda.org>; **Word press:** <https://awacuganda.wordpress.com/>; **Face book:** <https://www.facebook.com/allianceofwomenadvocatingforchange>;

BRIEF ABOUT AWAC

The Alliance of Women Advocating for Change (AWAC) is a feminist umbrella network of grassroots Female Sex Worker (FSW) led groups/organizations and collectives in Uganda. It was established in 2015 to promote the voices and work of Female Sex Workers with multiple and intersecting vulnerabilities to realise a resilient feminist female sex worker movement that advocates for equitable and sustainable universal Healthcare, promotion of human rights and social economic resilience in Uganda.

Since her inception, AWAC has reached over 32,000 FSWs with services. AWAC prides in herself & continues impacting the sex worker with multiple and intersecting vulnerabilities through Sustaining sex workers social protection and human rights through challenging stigma, discrimination and multiple facets of criminalization of all forms; Violence Against SWs (EVASW) including Gender Based Violence (GBV); Providing integrated quality SRHR/HIV/GBV/Mental Health & Psychosocial wellbeing services; Strengthening the capacity of SWs in feminist leadership & grassroots movement building; Acceleration of sustainable development goals (SDGs) including mitigating climate change; conducting research/documentation; addressing Economic Justice deprivation and Environmental & shrinking civic space in 57 districts of Uganda.

AWAC's core target are Female Sex Workers (FSWs) with multiple and intersecting vulnerabilities especially: FSWs with disabilities; FSWs in & out of the Settlements; Migrant FSWs; FSWs using and injecting drugs; Aging FSWs; FSWs living with HIV& AIDs; FSWs in hard-to-reach settings –such as (Islands, landing sites, plantation and quarries areas); Young Women engaging in sex work; children of sex workers and Adolescents surviving in sex work settings in Uganda

JOB SUMMARY:

As a grassroots and rapidly growing organization, AWAC is looking for a Finance and Operations Manager. The Finance and Operations Manager oversees the day-to-day financial and operational activities of all programs, including human resources administration, finance administrative activities, and reporting.

KEY RESPONSIBILITIES

Financial Management

- Ensure day-to-day accounting functions are understood and followed properly in QuickBooks, including regular field cash verification, cash/bank reconciliation, monthly cash books closing, advances reconciliation, and AR/AP accounts management.
- Collect cash forecasts from all Program Managers in a timely manner.
- Develop financial policies and procedures to maintain and strengthen internal control.
- Contribute to the development of proposals with regards to budgeting in cooperation with the Program team.
- Provide recommendations for budget realignments as required.
- Establish finance and supporting function policies, systems and procedures, and direct their development, documentation, and implementation.
- Coordinate with the Accounting team on the preparation of regulatory reporting including yearly financial reports and annual budgets.
- Coordinate and direct the preparation of the budget and financial forecasts and report variances.

Operational Management

- Overall day-to-day operational responsibility for all AWAC programs.
- Create a high-performance culture by collaborating with management and employees to establish appositve work environment.
- Support project officers in developing, maintaining or/and closing projects or organisation programs.
- Drive strategic prioritization and operational excellence through developing and implementing platforms and processes to improve AWAC performance.

Financial Control

AWAC Vision: *Female Sex Workers free from Human Rights abuse and living healthy and productive Lives*

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- Create an organizational structure within the Accounting team to facilitate the financial achievement of the organization's short-term goals and long-term objectives.
- Ensure quality control over financial transactions and financial reporting.
- Establish and execute internal controls over the organization's program and procurement.
- Maintain organization records in an organized and readily available fashion for examination/audit visits.
- Ensure compliance with local laws in all field offices, including statutory and other financial obligations such as filing taxes and returns and other documents with URA, KCCA, FIA, Company Registry, NGO Board, and other authorities' taxes, VAT and other fees.
- Ensure compliance with internal and donor regulations and procedures.

Staff Management & Capacity Building

- Support the development and implementation of financial management capacity building for all team members.
- Advocate and plan for professional development for all team members.
- Develop the capacity of all staff and grassroots members to ensure that a good standard of financial management is maintained.

Human Resources

- Oversee the management of all internal and external HR related inquiries including but not limited to employment verifications, audits, etc.
- Ensure that the new hire orientation process properly introduces new employees to the organization's culture.
- Come up with new ways to measure employee morale and determine methods for improving overall employee satisfaction.
- Develop and administer Human Resource (HR) plans and procedures that relate to the organization personnel.
- Manage HR requirements and oversee projects to ensure safe and cost-effective management.
- Assist with the recruitment and selection of qualified program field staff, recommend promotions, disciplinary action and termination of staff in consultation with supervisors.

Qualifications and experience:

- A university degree in Accounting, finance or Business Administration.
- Minimum of 3 years' experience in a non-profit organization, including an extensive experience in Donor operations and financial management of programs.
- Must be able to carry out responsibilities independently with minimal technical support from within the organization.
- Proven experience in managing large, multiple and complex budgets.
- Extensive experience in working with computerized accounting systems such as Beyonic and FlexiPay including but not limited to Quickbooks
- Competence in providing technical guidance and training.
- Proven experience in working with grassroots communities, national, international partners, and local/government authorities.
- Knowledge of varied donor financial regulations (e.g. PEPFAR/USAID/CDC, EU, UNWOMEN and Global Fund HIV/TB guidelines).
- Experience in managing procurement and logistical procedures and policies.
- Written and spoken proficiency in English required.

HOW TO APPLY

Please submit a resume/CV and cover letter as PDFs to awacuganda@gmail.com with the subject line "Last Name, First Name - **FINANCE AND OPERATIONS MANAGER.**" Applications that do not follow these instructions will not be considered. No phone calls or emails to team members, please. If you would like an update on your application, please wait at least 2 weeks after the date of your application to follow up.