

Job title:	Project Finance Assistant	Location:	Kampala, Uganda
Department:	Finance	Length of contract:	Fixed
Role type:	National	Grade:	4
Travel involved:	Local Travel (50%)	Child safeguarding level:	4
Reporting to:	Management Accountant	Direct reports:	None

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

Country and project background

Malaria Consortium Uganda is one of our largest country offices and responsible for implementing over 5 projects. These projects range from national level policy support to direct implementation of control programmes for malaria, tuberculosis, diarrhoeal diseases and neglected tropical diseases.

The office in Kampala, Uganda is the centre for the programmes in Uganda, in addition to serving as a regional office for East & Southern Africa.

Malaria Consortium Uganda has received further funding from TASO/ Global fund to implement a \$3M Strengthening Uganda's Malaria Reduction and Elimination strategy project which will focus on reducing the impact of the leading causes of U5M morbidity and mortality in 12 districts in Northern Uganda. The project will address lagging maternal and neonatal mortality through a combination of iCCM and selected maternal and neonatal care interventions. The project is implemented in 12 districts in Northern Uganda.

Job purpose

The Project Finance Assistant supports the financial management of donor-funded projects as assigned by the management accountant, ensuring compliance with financial policies, donor regulations, and organisational procedures. The role involves financial reporting, budget monitoring, grant management, and supporting programme teams with financial guidance.

Scope of work

The Project Finance Assistant is responsible for assisting in financial reporting, checking the accuracy of all transactions, disbursing and settling cash as requested in accordance with MC financial policy and processes to project teams.

Key working relationships

The Project Finance Assistant reports to the Management Accountant and work closely with the Project Manager.

Key accountabilities

Grant Management System Maintenance (66%)

- Prepare documents for uploading to the Grant Management System (GMS)
- Follow-up rejected surrenders and ensure they are corrected, and re-uploaded
- Properly file scanned documents in well labelled folders in the computers and physical hard copy file
- Monitor the performance of Grants Management System (GMS) / surrenders and give updates, thereof

Financial Accounting and Regulatory Matters (16%)

- Assist in preparing the bank reconciliation for the project bank accounts and follow up on any outstanding items
- Populate VAT returns for submission to the donor, ensuring all payments to vendors are in compliance with government tax requirements (V.A.T, WHT)
- Support the project in data capture and review of payment schedules and other data
- Review the coding of the field reports with budget holders, aligning the program report with the finance payment
- Provide support during field trainings, meetings, and documentation of activities as well as collect payment schedules for beneficiaries for review.

Compliance and Risk Management (18%)

- Provide support to project staff during audit and review processes. This includes and is not limited to the retrieval of requested documents and re-verifying filed documents.
- Liaise with project teams to ensure financial documentation is accurate, complete, and submitted on time.
- Check for the correct procedures including appropriate approvals are followed for all transactions
- Any other duties as may be requested from supervisors and above

Person specification

Qualifications and experience:

Essential

- Bachelor's degree in any relevant discipline, (Business Computing, Commerce, Accounting, Statistics, Mathematics, Economics, Entrepreneurship)
- At least 2 years of relevant experience in finance, accounting, or project financial management.
- Experience working with financial software and accounting systems (e.g., QuickBooks, SAP, or similar).
- Knowledge of financial reporting, budgeting, and reconciliation processes.
- Good understanding of financial regulations, grant management, and donor reporting
- Ability to manage multiple tasks, meet deadlines, and prioritize effectively
- Ability to work with accuracy and identify discrepancies in financial records

Desirable

- Knowledge of cost allocation methods, financial audits, and risk management in the non-profit sector.

- Ability to work in an international and cross-cultural team environment
- Strong ability to analyse financial data and generate reports
- Ability to work in a fast-paced office for long hours
- Good understanding of GF rules and regulations

Work-based skills:

Essential

- Experience working in fragile or humanitarian contexts is an advantage.
- Strong written and verbal communication skills for financial reporting and donor liaison.
Ability to meet strict reporting deadlines and work on multiple tasks simultaneously.

Desirable

- Professional certification or training in finance or accounting (e.g., CPA, ACCA, CIMA) is an advantage.
- Experience working in donor-funded projects, NGOs, or corporate project finance roles.
- Knowledge of procurement and contract management processes.
- Ability to assist in the preparation, monitoring, and reconciliation of project budgets and grants.

Core competencies:
Delivering results
LEVEL A - Focuses on delivering contribution to Malaria Consortium and achieving own objectives <ul style="list-style-type: none"> ✓ Puts in effort required to ensure the delivery of own work and objectives to meet (and exceed) expectations ✓ Strong self-management of time and effort ✓ Checks own work to ensure quality
Analysis and use of information
LEVEL A - Gathers information and identifies problems effectively <ul style="list-style-type: none"> ✓ Interprets basic written information ✓ Attentive to detail ✓ Follows guidelines to identify issues ✓ Recognises problems within their remit ✓ Uses appropriate methods for gathering and summarising data
Interpersonal and communications
LEVEL B - Fosters two-way communication <ul style="list-style-type: none"> ✓ Recalls others' main points and takes them into account in own communication ✓ Checks own understanding of others' communication by asking questions ✓ Maintains constructive, open and consistent communication with others ✓ Resolves minor misunderstandings and conflicts effectively
Collaboration and partnering
LEVEL A - Is a good and effective team player <ul style="list-style-type: none"> ✓ Knows who their customers are and their requirements ✓ Respects and listens to different views/opinions ✓ Actively collaborates across teams to achieve objectives and develop own thinking ✓ Proactive in providing and seeking support from team members
Leading and motivating people
LEVEL A - Open to learning, and responds positively to feedback <ul style="list-style-type: none"> ✓ Willingness to manage own development and performance ✓ Builds capacity of colleagues by sharing knowledge (induction) and acting as induction 'buddy' when asked ✓ Open to learning new things ✓ Responds positively to feedback from others. ✓ Identifies mistakes and takes positive steps to improve
Flexibility/ adaptability
LEVEL A - Recognizes own stress levels and adapts <ul style="list-style-type: none"> ✓ Recognises limitations and take steps to manage any resulting pressure or stress ✓ Remains focused on objectives and goal in a rapidly changing environment ✓ Takes responsibility for own work and for the impact of own actions
Living the values
LEVEL A - Demonstrates Malaria Consortium values <ul style="list-style-type: none"> ✓ Demonstrates integrity, honesty and fairness in dealing with colleagues and stakeholders ✓ Maintains ethical and professional behaviour in line with Malaria Consortium's values ✓ Treats all people with respect
Strategic planning and thinking and sector awareness
LEVEL A - Manages own workload effectively <ul style="list-style-type: none"> ✓ Plans and manages own workload effectively ✓ Is familiar with Malaria Consortium's mission and current strategic plan ✓ Understands own contribution to Malaria Consortium's objectives