



## ROLE PROFILE

**Title:** Finance and Administration Manager - Uganda

**Organization:** Vi Agroforestry – Uganda Country Office, Kampala

**Contract Type:** Fixed term (2 years, renewable) with a 6-month probation period

**Start Date:** As soon as possible

### About Vi Agroforestry

Vi Agroforestry is a Swedish development organisation fighting poverty and climate change together. The organisation supports smallholder farmer families to lift themselves out of poverty through sustainable agriculture land management (SALM) based on agroforestry. What started as a tree planting initiative in 1983, is today an expert organisation implementing development projects through local partnerships with member-based farmer organisations.

The aim is to reduce poverty, hunger, deforestation, harmful gendered norms, and contribute to increased mitigation, resilience and adaptation to climate change, increased biodiversity and sustainable food systems. Current projects and programmes target smallholder farmer families – especially women, youth and children – in Kenya, Uganda and Tanzania. The head office in Stockholm, Sweden focuses on fundraising, advocacy, and programme monitoring and evaluation. The regional office in Nairobi, Kenya coordinates operations, advocacy and expertise. Projects and partnerships are managed by country offices in each country.

### Purpose of the Position

The Finance and Administration Manager - Uganda is a leadership role responsible for providing strategic financial stewardship, organizational governance, and operational leadership across the Uganda Country Office. The position includes direct line management responsibility for the Finance, HR & Administration Officer and contributes to strategic decision-making, donor confidence, and organizational sustainability.

### Values

Vi Agroforestry is a human rights-based organization. The core values of non-discrimination, meaningful participation, accountability, transparency, empowerment and continued learning guide all work – including the work with partners. People are stronger together and sustainable development requires respect for human rights, democracy and the environment. Through all actions, Vi Agroforestry therefore seeks to live by the principles of respect, transparency and together.

### General Responsibilities

- Promote and support the interest of Vi Agroforestry.
- Be committed to and contribute to the fulfillment of the Vi Agroforestry Strategy
- Ensure and promote rights-based approach in all that we do.
- Ensure adherence to Vi Agroforestry policies, guidelines, operating procedures and workplans.
- Ensure compliance to donor requirements.



- Ensure high quality in all that we do.
- Be committed to fight corruption and fraud and always report when there is any kind of suspicion.
- Ensure that gender is mainstreamed, and Gender Transformation is promoted in all our operations.
- Keep abreast with the development in your area of responsibility.
- Liaise with partner organizations, researchers, and other relevant stakeholders.
- Contribute to effective cooperation between staff in the global organization.
- Contribute to a healthy work environment at the workplace.
- Support teamwork and assist each other as needs arise.
- Upon request from the manager fulfil other tasks at the country office/regional office or department level.
- Keep your manager updated on opportunities and challenges as well as on the progress on your assignments. Make sure you inform your manager well in advance if you have difficulties to meet your deadlines.
- Contribute to development and implementation of risk management plans, workplans and budgets for the office.

#### Management and Leadership Responsibilities

- Provide direct line management, supervision, and performance oversight of the Finance, HR & Administration Officer.
- Set workplans, objectives, and performance targets aligned to country priorities.
- Provide coaching, mentoring, and capacity development.
- Ensure clear delegation of duties, accountability, and segregation of roles.

#### Strategic Financial Management and Oversight

- Lead country-level financial planning, budgeting, forecasting, and reporting.
- Ensure compliance with statutory, donor, and organisational financial requirements.
- Review and approve financial reports, payroll, and statutory submissions.
- Lead audits and ensure implementation of audit recommendations.
- Maintain reliable, correct and complete financial and accounting records, statements, supporting schedules and variance analysis
- Monitor operations of bank accounts and track bank balances to manage liquidity, cashflow and availability of fund for issued payments
- Ensure management and statutory reports are prepared and submitted in a timely manner.
- Support resource mobilization initiatives by providing financial management data and facilitating budgeting processes.
- Ensure month end closure processes for the Uganda Country office is done within the required timelines.

#### Partners Support

- Review partner budget proposals and budget requests and provide technical support to ensure adherence to budgeting guidelines and partnership agreement
- Review financial reports from partners and provide technical support to partners Ensuring all partner balances are reconciled and tie with ViA accounting records.
- Lead in partner financial monitoring exercise as per the approved schedule.



- Provide technical support to country office teams and partners on financial and accounting policies, procedures and systems.
- Process and disburse partners' financial requests and reports in a timely manner.
- Carry out due diligence exercise for new partners being onboarded by the Uganda Country office
- Capacity building of implementing partners on financial and grant management

#### **Risk Management, Compliance and Integrity**

- Lead country-level risk management and internal control systems.
- Ensure compliance with ethical standards, anti-corruption, and safeguarding policies.
- Strengthen organizational accountability and operational efficiency.

#### **Administration and Operations**

- Oversee office administration, logistics, procurement, vehicle, and asset management.
- Ensure office premises, contracts, licenses, and permits are in place and maintained.
- Ensure maintenance of adequate security, safety, and health standards and appropriate procedures for the staff, office operations, processes and property.
- Ensure necessary licences and permits as required by local and national government are obtained and well kept.
- Maintain an accurate and up-to-date fixed asset register.

#### **Human Resources Operations**

- Oversee HR administration including personnel records, leave management, and staff welfare.
- Support training, and capacity development processes on finance matters
- Coordinate work permits and ensure organizational registrations with URSB are up to date and compliant

#### **Required Qualifications Education –**

- Bachelor's degree in commerce, finance, or business-related field.
- Master's degree in relevant field will be an added advantage.
- Holder of a professional accounting qualification: CPA or ACCA

#### **Other Professional Qualifications**

- Knowledgeable on grant management and compliance issues
- Good knowledge in financial systems and all Microsoft Office applications.
- Experience working with big donors (EU, SIDA, DFID and others)
- Good knowledge on common IT tools
- Understanding of the project management cycle.

#### **Work Experience**

- Must have at least six (6) years post qualification experience in an NGO set up, of which three (03) should be in management position.
- Experience on human resources management is desirable.



#### Languages

- English

#### Personal Competencies

- Strong management and leadership skills - Attention to details - Strong analytical skills - Excellent communication skills - Decisive - Respectful and transparent - Collaborative skills - Strategic and conceptual thinking skills - Structured - Self-driven - Flexible and creative personality

#### How to Apply

Apply by sending your CV and cover letter indicating your salary expectation to: [recruitment@viagroforestry.org](mailto:recruitment@viagroforestry.org) no later than **27th February 2026** with subject heading “Finance and Administration Manager – Uganda.”

We look forward to receiving your thoughtful application. Your time in preparing your application is much appreciated, however, only shortlisted candidates will be contacted.

Vi Agroforestry strive for diversity in the organization and welcome applicants regardless of gender, gender identity or expression, sexual orientation, age, ethnicity, religious belief, or disability.

If you want to alert Vi Agroforestry on suspected discrimination, corruption or other serious misconduct during the recruitment process, do not hesitate to use our whistleblowing system:  
<https://report.whistleb.com/en/viagroforestry>