



Refugee Law Project



School of Law, Makerere University
A Centre for Justice and Forced Migrants

Job Description

Position Title:	Finance Manager
Reporting To:	Director
Location:	Kampala, Uganda
Staff Supervision:	Line management of Finance Officers and Finance Assistants
Workstation:	Refugee Law Project Office, Kampala

Role Purpose:

The Finance Manager is responsible for providing strategic and operational leadership in financial management at Refugee Law Project (RLP). The role ensures effective financial planning, budgeting, reporting, compliance, and internal controls in line with organizational policies, donor requirements, and applicable laws.

The Finance Manager plays a key role in supporting decision-making through high-quality financial analysis, safeguarding organizational assets, and ensuring transparency and accountability in the use of resources.

Key Responsibilities

1. Financial Management and Reporting

- Lead the overall financial management of the organization, ensuring accuracy, integrity, and timeliness of financial data.
- Prepare and present monthly, quarterly, and annual financial reports to the Director and Senior Management Team.
- Oversee general ledger management, accounts payable and receivable, and ensure proper financial documentation and record-keeping.
- Ensure timely bank and cash reconciliations and monitor cash flow to support operational needs.
- Oversee payroll processes to ensure accuracy, compliance, and timely disbursement.

2. Budgeting, Planning, and Forecasting

- Lead the preparation, consolidation, and monitoring of organizational and project budgets.
- Provide regular Budget vs Actual (BvA) analysis and variance explanations to support decision-making.
- Support programme teams in budget development, revisions, and resource planning.
- Develop and maintain financial forecasts aligned with programmatic plans and funding pipelines.

3. Compliance, Internal Controls, and Risk Management

- Ensure compliance with organizational policies, donor regulations, and national financial and tax laws.
- Establish, maintain, and continuously strengthen internal control systems to safeguard organizational assets.



Refugee Law Project



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- Identify financial risks and implement mitigation measures, including fraud prevention and detection mechanisms.
- Ensure proper financial documentation and audit trails are always maintained.

4. Grants and Donor Financial Management

- Oversee financial management of donor-funded projects, ensuring compliance with donor requirements and reporting timelines.
- Review and validate donor financial reports prior to submission.
- Monitor project expenditure, burn rates, and funding utilization to ensure alignment with approved budgets.
- Support grant start-up and close-out processes from a financial management perspective.

5. Audit and Statutory Compliance

- Coordinate internal and external audits and ensure timely resolution of audit findings.
- Ensure compliance with statutory obligations, including tax filings and regulatory reporting.
- Act as the primary focal point for financial audits and external financial reviews.

6. Team Leadership and Capacity Building

- Provide leadership, supervision, and technical guidance to the Finance Team.
- Build staff capacity in financial management, reporting, and compliance.
- Promote a culture of accountability, continuous improvement, and high performance within the finance function.

7. Financial Systems and Process Improvement

- Ensure effective use and continuous improvement of financial systems and tools.
- Develop and update financial policies, procedures, and standard operating procedures (SOPs).
- Drive efficiency and effectiveness in financial processes and workflows.

8. Other Duties

- Perform any other finance-related duties as assigned by the Director.

Qualifications

- Master's degree in finance, Accounting, Business Administration, or a related field; or
- Bachelor's degree with relevant professional experience of more than 10 years
- Professional Certification:
- CPA, ACCA, or equivalent professional certification is required.

Experience

- Minimum of 7–10 years of progressive experience in financial management, preferably within NGOs or donor-funded environments.
- Proven experience managing donor-funded projects and ensuring compliance with donor regulations.
- Strong experience in budgeting, financial reporting, forecasting, and financial analysis.



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- Demonstrated experience in establishing and maintaining internal controls and managing financial risks.
- Experience coordinating audits and working with external auditors.
- Proven leadership experience managing and developing finance teams.

Skills and Competencies

- Strong analytical and financial management skills
- High level of integrity and accountability
- Strong knowledge of donor regulations and financial compliance
- Excellent communication and interpersonal skills
- Advanced proficiency in financial systems and MS Office applications
- Ability to work collaboratively with cross-functional teams
- Strong organizational and problem-solving skills

Languages

- Fluency in English is required
- Knowledge of local Ugandan languages is an added advantage

Safeguarding and Ethics

All staff are expected to uphold the highest standards of integrity and professionalism, including adherence to safeguarding, anti-fraud, and anti-corruption policies. The Finance Manager plays a key role in ensuring financial transparency and accountability across the organization.