



## EXPRESSION ON INTEREST FOR THE POSITION OF BUDGET AND FINANCE OFFICER

**Institution:** Centre for Tobacco Control in Africa (CTCA)  
**Project Title:** Enhance Tobacco Control Institutional Capacity in Africa  
**Expression of Interest Number:** CTCA/EOI/G339/2024

### 1. Introduction:

The Centre has received funding from the African Capacity Building Foundation (ACBF) for the 2024-2026) to implement a project on institutional development. The project investments are geared towards sustaining human resource capacity and knowledge generation to reduce use of all forms of tobacco products in Africa.

Specifically, the project aims to:

1. Enhance training opportunities for African governments and relevant actors in tobacco control in the continent.
2. Increase access to knowledge for guiding tobacco use prevention and control in Africa.
3. Reinforce the institutional development of CTCA for an optimal performance of its functions and processes.

### 2. Scope of Work

The specific duties include;

- i. Ensure budget planning, administration, and reporting.
- ii. Administer, control, and disburse funds within the approved budget allocation.
- iii. Ensure timely and complete submission of reports to donors.
- iv. Works with the procurement unit to manage and ensure procurements are aligned to the budget.
- v. Responsible for human resource management. This includes administering personnel policies and apply regulations, rules and procedures concerning recruitment, appointment, benefits, and other personnel related issues.
- vi. Supervision of administrative and support staff to establish clear work objectives, timely and effective performance appraisals, provide coaching and feedback.
- vii. Ensure proper provision of payroll information.
- viii. Manage day to day processing of payments, producing reports as requested.
- ix. Prepare books of accounts.

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- x. Facilitate both internal and external audits.
- xi. Increase effectiveness and efficiency of finance as well as coordination and communication between functions.

### 3. Specifications for the Post

- a) Master's degree in Bachelor of Business administration or Commerce majoring in Accounts.
- b) Minimum of ten years of professional experience in accounting and finance management
- c) Specialized training in programming, ACCA, CPA or specialized accounting course.
- d) Excellent command in English. Fluence in French is an added advantage.
- e) Demonstrated ability in project design, planning, budget development, implementation, and financial reporting.
- f) Fluent in use of accounting software majorly QuickBooks
- g) Skills and abilities:
  - Excellent finance data collection methodology skills
  - Ability to develop and implement work plans.
  - Ability to develop budget, track it performance and financial reporting.
  - Excellent analytical skills
  - Ability to work independently to efficiently meet deadlines.
  - Strong interpersonal skills and teamwork
  - Excellent Oral and written communications
  - Excellent computer skills
  - Ability to supervise other staff.

### 4. Personal Characteristics

- i. Must be innovative and have the ability to exercise independent and sound judgment in financial and accounting matters.
- ii. Must be able to communicate recommendations in a clear, concise manner, both orally and in writing with all CTCA staff, key partners, and the rest of the organization's stakeholders.
- iii. Demonstrated analytical and interpersonal skills and ability to work as a team member.
- iv. Strong and demonstrated experience in handling technical accounting and financial reporting issues.

### 5. Expected Key Deliverables

The Officer will be expected to deliver on the following;

- Monthly payrolls
- Periodic Financial Reports
- Disbursements
- Monthly account reconciliations
- Prepare financial reports to the Board.
- Manage grantee transfers and receipts.

## 6. Reporting

The Budget and Finance Officer (Accountant) will work under the day-to-day supervision of the CTCA Chief Operations Officer/Manager.

## 7. Remuneration

The Technical resource will work and be remunerated on a full-time basis payable monthly subject to statutory provisions as required by the Ugandan law.

## 8. Selection of best candidate

The best candidate will be selected on merit in accordance with the Selection Based on the Individual Qualifications and experience. The Budget and Finance Officer will report Chief Operation Officer/Centre Manager. The applicant should have no relationship with Tobacco Industry and will be required to declare Conflict of Interest (DoI).

## 9. How to apply

Interested and suitably qualified candidates may apply for the post by:

Submitting a motivation letter clearly marked as “Expression of Interest for the position of Budget and Finance Officer CTCA/EOI/G339/2024” in soft copies at the address below not later than 17:00 hours on the 8<sup>th</sup> April, 2024.

a) In addition to the requirement in (a), interested applicants should submit:

- i) an application letter,
- ii) a CV with contacts of 3 professional referees, and
- iii) a copy of all relevant academic documents.

b) Applications may be sent to:

**Email:** [eo@ctc-africa.org](mailto:eo@ctc-africa.org)