

Position GRANTS AND ACCOUNTS SPECIALIST

Department: Programs
Based in: Mityana
Reports to: Community Engagement Technical Advisor

Who we are:

PACE is a Ugandan indigenous health organization leading solutions in the health market through the private sector. It deploys social marketing approaches to measurably improve the health of Ugandans. For more information, please visit www.pace.org.ug

PACE is part of a consortium that is implementing a (5+ years) project aimed at reducing the HIV incidence, and mortality related to HIV and TB and develop capacity for the region and the country to plan, coordinate and sustain HIV epidemic control. The program will accelerate Epidemic Control in Mubende Region under the President's Emergency Plan for AIDS Relief (PEPFAR). In partnership with Mildmay Uganda and support from CDC, PACE's primary role will be to PACE's to strengthen community systems to yield high HIV case finding, linkages and community based support for retention in HIV care and prevention

Join us!

We are looking for a suitable candidate to serve as the overall Finance goal owner for the CDC Project. Support and work with the PACE CDC Project Teams to plan, monitor and report on the Finance Operations of the Project Office. Will Lead on all the contracting and management of sub-grants in line with the PACE Financial policies and procedures and the sub grantee management manual.

Sound like you? Read on.

Duties & Responsibilities

- Sub Grantee Contracts Management;

- Take lead on the Soliciting, Selection, Pre-award Assessment and Contracting of the Project Sub Grantees according to the PACE Sub grantee Manual.
- Review sub-grantee accountabilities and supervise the posting of the transactions in web based financial management system (Lawson) every month.
- Conduct the Sub grantee institutional Capacity assessment using OCATs, develop, implement and monitor the effectiveness of the capacity building plans using evidence based indicators.
- Build the Capacity of PACE / CDC Project staff on the content and implementation of the Sub grantee Manual and other PACE Financial Policies.
- Planning and Quality Assurance;
 - Develop the monthly OAR and submit them for Funds replenishments and ensure optimum liquidity for the Project activities.
 - Develop and review budgets for the main stream CDC Project and the project Sub Grantee Budgets in accordance to donor specific standards and PACE/PSI generic template and guidelines/Donor regulations.
 - Prepare monthly Budget variances and Burn rates/ Activity Status Report and regular budget performance updates to inform decision making and support the preparation of the donor budget realignments and re-direction.
- Finance and Asset Management;
 - Take lead as the Finance gate keeper and custodian of all Finance policies at the Project level, maintain and update the project asset register, plus tracking of the assets within the staff respective custody.
 - Prepare monthly PACE and donor financial reports and communicate the expenditure trends / Burn rates to the relevant staff in accordance to donor requirements and PACE financial policies.
 - Build the Capacity of PACE / CDC Project staff on the content and implementation of the PACE Financial Policies.
- People and Culture Management; Support the region P&C staff in orientating the new staff on the Finance aspects of PACE; Supervise the Project Accountant.
- Risk Management;
 - Prepare for Donors and Sub-grantees financial audits and close-outs and Implement and close Audit findings and Recommendations.
 - Prepare the annual risk register for the CDC Project in collaboration with the other project implementation team and develop internal control structures that ensure compliance to the PACE and CDC / USG policies and procedures.
 - Monitor, the performance of the financial technical aspects by the CDC Project Office and get at least three stars (LOW RISK SCORE) in the Project Internal and external Audits.
- Advocacy, PR and partnership development;



- Represent PACE at DONOR, Partners and Sub grantee meetings, conduct startup meetings and conduct negotiations of MOUs, Sub grantees Contracts on behalf of PACE. Will give feedback from the Donor to PACE and other implementing partners.
- Coach and mentor Sub grantees, partners and CBOs in the donor best practices and get buy in for compliance and implementation.

Qualifications:

Bachelor's Degree in Finance & Accounting or Business Administration or Commerce; Full CPA / ACCA Professional Completion, MBA or MSc majoring in Accounting and Finance.

Experience:

A minimum of 5 years in an a Leadership accounting position with special bias in Sub-grant Management.

Key personal competences:

Excellent people management skills; Demonstrating objectivity, integrity, and ethical behavior; Adult learning methodology; Problem solving and decision-making skills; Innovative and creative thinking; Ability to work productively with individuals in diversity of roles and with varying interests.

How to apply:

Please deliver your résumé (CV), copies of certificates, references, and cover letter clearly indicating position applied for on the "top left-hand side of the envelope", to the **PACE Office Reception**, addressed to the **Head of People and Culture**, at **Plot 3, Mackenzie Vale, Kololo. P. O. Box 27659, Kampala.**

You can also deliver your CV to the following addresses;

- **PACE Northern Region (Lira)** - Plot 52 - 54, Police Road, African Quarters, Lira Town;
- **PACE Eastern Region (Mbale)** - Plot 10, Bungokho Road Senior Quarters, Mbale town;
- **PACE Western Region (Mbarara)** - Plot 560, Kashari Block Ruharo, Mbarara.

The deadline for receipt of applications is **2:00pm (East African Time) on 30th June 2017**. Only shortlisted candidates will be contacted.

PACE is an equal opportunity employer and does not discriminate against HIV positive people or people with disabilities. PACE is also committed to the safety and protection of children in our care from intentional and unintentional harm. Candidates will therefore be expected to comply with PACE's child protection policy.

