



Job Description

Position: Finance and Operations Coordinator

Classification: Uganda Contract Staff

Contract Period: March 2017 – March 2018

Location: Jinja, Uganda

Basis of Employment: Full-time; 40-50 hours per week depending on demands of the work

Compensation: \$400 monthly salary

Benefits: International health insurance policy (excludes US), housing, project transportation, monthly phone allowance, round trip flight to Uganda (beginning and end of contract)

Reports to: Business Director

Key Roles: Coordinate financial and legal operations, maintain financial database, coordinate staff paydays, assist Operations Manager with operation duties as needed and ensure proper onboarding of all expatriate staff.

MISSION:

To empower marginalized women to transform the physical and spiritual livelihoods of their families and communities through economic development.

VISION:

Our vision is to create a global fashion brand that is fully made by and fully benefits marginalized women.

VALUES:

Restoration of Human Dignity: We restore dignity and hope to women oppressed by cultural and socioeconomic inequalities.

Collaborative Partnerships: We give our time, skills and resources toward uplifting and encouraging one another in the spirit of love, quality and collaboration.

Transformational Relationships: We seek to reflect the Kingdom of God by building meaningful, cross-cultural relationships so we may each realize our potential as agents of transformation.

High-Quality Products: We offer the marketplace unique and fashionable products handmade by women who receive fair wages for their craftsmanship. 100% of net proceed support Akola Project community development initiatives.

POSITION DESCRIPTION:

The Finance and Operations Coordinator role is a full-time paid position based in our Jinja, Uganda office. This position is responsible for coordinating all financial functions of our Uganda operations, including maintaining Akola Uganda's financial database, coordinating staff paydays, assisting with tax compliance, and other financial duties as required. This position will also manage onboarding for new staff, maintain the orientation manual, assist Operations Manager with operation duties as required and perform other administrative tasks as needed. This position will require a strong connection with the mission of Akola Project and a willingness to give a complete effort for the organization to meet its development goals.

QUALIFICATIONS:

- Minimum BS/BA degree
- Minimum 1 year of relevant work experience or strong internship experience
- Demonstrated experience working successfully in an office environment
- Enjoys working in a fact-paced start-up atmosphere
- Experience working in a cross-cultural development context (ideally within an African nation) desired but not necessary
- Experience with QuickBooks desirable
- Legally authorized to work in the US

RESPONSIBILITIES:

Leadership

- Lead Akola Project beneficiaries in a way that facilitates a high performance egalitarian culture of learning and development, trust and integrity
- Seek understanding with and unified leadership alongside the leadership team
- Provide a good example of good stewardship with time, resources and privilege for the staff, employees, and women's groups
- Serve as an advocate for Akola Project, promoting the vision, mission and goals of the organization amongst the community at all times to ensure the organization maintains a positive public standing

Financial Operations

- Maintain Akola Project Uganda's accounting and banking functions and maintain the books of the organization
- Monitor cash flow and physical assets through Akola Project supply chains, including the development of new systems and procedures
- Manage Akola Project Uganda's payroll
- Manage organization of physical and electronic receipt copies
- Assist Business Director with maintenance of budget and act as assistant financial liaison between Akola Project Uganda and Akola Project Headquarters
- Assist with management of property and assets

Administrative Support

- Oversee filing system for Akola Project office, keeping records of all receipts, contracts, agreements, ledgers, memos, staff time sheets, payroll reports, resolution, acts and any other documents pertaining to the work of Akola Project
- Ensure protection and security of all files, records and assets
- Make travel arrangements for visitors and staff as needed
- Assist in onboarding and recruitment of new staff
- Maintain all manuals pertaining to this position
- Perform project assistance for all teams as needed
- Other duties as assigned

Applicants should submit the following by email with subject line "**Application: Finance & Operations Coordinator**" to recruitment@akolaproject.org. Applicants are encouraged to apply as soon as possible. Only shortlisted candidates will be contacted for an interview.

- Resume/CV highlighting your education and work experience
- 1-2 page cover letter that outlines (1) Why you are interested in the position, Akola Project, the mission/vision and Uganda specifically; (2) Relevant work experience for the position and why you believe you are the best candidate for the job. Be sure to cite specific personal characteristics and specific work experiences that you feel make you qualified to fulfill the required responsibilities; (3) The role your faith plays in your work.
- Names and contact information for at least one personal and one professional reference