



For inspiring and creative professionals with a passion for cooperatives and a focus on impact

Agriterra is the world's leading not-for-profit agri-agency from-and-for agricultural cooperatives and farmer organisations. Our mission is to strengthen organised farmers in developing and emerging countries, given the importance of effectively organised farmers to sustainably address food security, economic development, climate adaptation, and mitigation.

We were founded 25 years ago by Dutch farmer cooperatives and have over the years evolved into an organisation partnering and supporting farmer cooperatives and organisations worldwide. Agriterra assists them with advice and training through peer-to-peer support in combination with locally based experts. We apply a three-track approach: we make cooperatives bankable and create real farmer-led companies, we improve extension services to farmer members, and we enhance farmer-government dialogues. Our advisory practice covers the full range of services in Management & Organisation, Financial Management, Governance, Business Development, and Lobby & Advocacy.

Agriterra is organised with a head office in Arnhem, the Netherlands, and has a network of 15 country offices spread over Africa and Asia; employing approximately 170 staff members. We are financed and work via donor-granted projects and programs. These long-lasting strategic partnerships with a variety of donors are key for us in our day-to-day work. For more information, visit our website www.agriterra.org.

In Uganda, Agriterra has been active since 2012. It supports cooperative farmer-led economic development in the dairy, SACCO, coffee, and oilseed sector in different parts of the country.

For our team we are recruiting a:

Finance and administration officer

Location: Kampala

Agriterra Uganda is looking for an energetic, pro-active team player for our finance team! In this job you are responsible for the country team's finance and administration by ensuring that all reporting is done correctly and in a timely manner. You ensure transparency in the handling of the overall country finances in order to be compliant with Agriterra corporate financial guidelines and procedures as well as donor/government requirements, accounting, and reporting regulations.

If you have a strong financial and administrative profile and like an international environment, this is your dream job!

Duties

Financial Advice and Information

Proactively provide financial data, reports, analyses, and advice to relevant internal and external parties as input for further decision-making and handling. Give advice, balancing country interests, relevant regulation, corporate standards, and guidelines, considering the project set-up with different donor(s) and in line with business requirements and Agriterra procedures. Answer questions regarding financial administration, based on requests and internal procedures.

Financial Accounting and Administration

Execute, check, and consolidate all necessary activities to assure complete and correct allocation of costs and time. Ensures that internal- and external reporting are aligned to financial regulations, Agriterra financial standards/guidelines, and donor/government requirements. Uses Dynamics 365

for correct booking and posting of expenses, according to relevant cost centres. Initiates payments, prepares payroll and consultancy payments, and the payment of service providers.

Financial Planning and Control

Support all budget holders in being compliant with internal- and external procedures and regulations and Agriterra and donor guidelines regarding the financial administration of country operations and projects. Supports in the execution of all financial-related activities within the country (annual budgeting process, periodic forecasting, support control, monitoring, and auditing).

Reporting

Provide (input for) financial reports and analyses, so as to provide insight into the overall country and project's financial status to both internal and external (e.g. donors) parties in order to safeguard financial performance, and profitability and to estimate financial risks and take precautions. Ensure correct, exhaustive reporting to donors within agreed timelines, in line with donor and Agriterra financial guidelines.

Business development

Assists in the development of budgets in proposals in line with set frameworks. Take the lead or support in the financial part of a proposal from start to submission by developing, reviewing, and refining budgets in line with the full cost recovery policy. Supports the registration of financial data (coherence of data) in diverse information systems.

Administration

Support in staff administration activities. Maintain employee records and contracts. Organize the logistic preparations for missions, events, and client visits. This includes arranging transport and accommodation for staff and visitors and negotiating competitive rates when organising events. Assist the team with contract preparations and development in close coordination with the concerned personnel. Any other administrative activities which are in line with the previously mentioned ones.

Profile

- A bachelor's degree in finance, accounting, management or a similar field.
- Multi-annual work experience in a comparable position.
- Demonstrable skills in the development of finance and accounting policies, procedures, and systems in the context of an international NGO and regulatory tax compliances.
- Hands-on knowledge of modern computerized accounting packages.
- Enthusiastic, focused on results and service.
- Team-oriented, entrepreneurial, practical (hands-on expertise).
- Energetic, proactive and capable of working independently as well as being an active member of the team.
- Ugandan citizenship.

What we have to offer

A position that requires you to be highly self-reliant and use your pioneering skills in order to operate in a dynamic office. At Agriterra, the work environment is collegial and ambitious, and the focus is on achieving results. As finance and administration officer you will be part of the local team in Uganda as well as other African country teams within the region Great Lakes. Agriterra is offering a full-time position for a period of one year, with the intention of extending the contract. The working conditions and additional benefits are good. The salary offered will depend on your background and relevant work experience.

Are you interested?

Are you interested in this position, and do you fit the profile?

Apply before 15 October 2022, with a cover letter and curriculum vitae.

Only applicants who meet the above requirements are invited to send their application and CV through an e-mail to uganda@agriterra.org.