

FINANCE MANAGER

JOB DESCRIPTION

Position	Finance Manager
Directorate:	Finance & Administration
Department:	Finance
Grade:	UDC 3
Reports to:	Director Finance & Administration
Supervisees:	Senior Accountant and Senior Officer Treasury

MAIN PURPOSE OF THE JOB

To contribute to strategic decision-making and oversee the management of the Corporation's finances, ensuring that financial resources are effectively aligned with the Corporation's goals and objectives.

DUTIES AND RESPONSIBILITIES

1. Budget Preparation, Forecasting and Monitoring

- Collaborate with the Planning Department to prepare comprehensive budgets and financial forecasts, ensuring alignment with organisational goals and objectives.
- Approve departmental budgets and procurement plans, ensuring that they adhere to financial policies and strategic priorities.
- Oversee the preparation of forecasted financial statements to support borrowing initiatives by the Corporation.
- Ensure the timely preparation of budget and workplan analysis reports to facilitate management decision-making.
- Supervise the implementation of the budget ensuring effective and efficient operations.

2. Tax and Regulatory Compliance

- Ensure timely and accurate compliance with tax and NSSF regulations, including filing returns and making payments.

- Oversee the management of inventory, fixed assets, and other financial assets, ensuring proper accounting and reporting.

3. Financial Reporting

- Perform quality review of financial reports, including half-year and annual consolidated financial statements for UDC.
- Prepare and present Board papers on financial statements and other relevant reports to the Board, ensuring clear communication of financial performance.
- Coordinate external audits, ensuring all necessary information is provided, and address issues raised in the management letter.
- Prepare and present reports to management bi-annually on the status of implementation of audit recommendations.

4. Treasury Management

- Oversee the treasury management function of the Corporation ensuring that cash flow management and investment are well aligned with the Corporation's strategic objectives, maximising returns without compromising on liquidity in collaboration with the Director.
- Ensure that treasury reports are prepared and presented to management promptly.
- Review payment vouchers, monthly payroll calculations, and other financial transactions to ensure accuracy and compliance.
- Monitor and review petty cash accountability, monthly accounts payable, and accounts receivable reports.

5. Financial Information Management System

- Oversee the management of the financial information management system ensuring that all financial data posted and reports from the system are accurate and complete.
- Ensure controls and checks are in place to achieve segregation of duties while avoiding unauthorised use and fraudulent transactions in the system.

6. Internal Controls

- Develop and implement robust internal control systems to ensure the accuracy, reliability, and integrity of financial reporting.
- Regularly review and update internal control procedures to safeguard against fraud, errors, and non-compliance with financial policies.

- Conduct periodic assessments of internal controls, ensuring proper segregation of duties and adherence to best practices in financial management.
- Oversee audits and ensure that audit recommendations are implemented to strengthen the organisation's financial controls and processes.

7. **Risk Management**

- Conduct risk assessments to identify potential risks within the department and develop strategies to mitigate these risks in collaboration with the Director.
- Monitor departmental risks and report challenges to the Director.
- Implement contingency plans, adjusting plans as necessary to address emerging challenges.

8. **Leadership and People Management**

- Lead the team, manage performance and development, and foster teamwork among the team.
- Hold regular finance departmental meetings to discuss performance, issues, and improvements.

9. **Other Duties**

- When appointed, represent UDC on operational-level investee company boards, focusing on performance monitoring and compliance.
- Liaise with investee companies and report performance to the Director.

10. Perform any other duties as assigned by the Supervisor.

KEY PERFORMANCE INDICATORS

- Percentage of departmental budgets and procurement plans approved within the set deadlines.
- Efficient allocation and utilisation of the operations budget.
- Quality and accuracy of financial statements.
- Timeliness and effectiveness of coordinating external audits.
- Return on investment with a balanced liquidity position.
- Quality and accuracy of reports from the financial management information system.
- Compliance with financial policies and procedures.
- Quality and effectiveness of policies developed or reviewed.

JOB SPECIFICATION

Minimum Qualification:

- Master's degree in business administration (MBA), finance & accounting or related field
- Bachelor's degree in business administration (MBA), finance & accounting or related field
- Certification in either Association of Chartered Certified Accountants (ACCA), Certified Public Accountant (CPA), Chartered Financial Analyst (CFA), or a related field.

Experience

- Eight (8) years of experience with three (3) years in a managerial role.

Competencies

- Good communication skills
- Demonstrated ability to apply complex financial analysis and strategic thinking.
- Problem-solving skills.
- Integrity and ethical conduct.
- Strong leadership skills.
- Strategic thinking and ability to understand UDC business

WORKING RELATIONSHIPS

Internal:

- All UDC staff, Management and Board.

External:

- Auditors, Contractors, Suppliers, Promotors, Investee companies, Govt Agencies, Banks, Consultants.

SENIOR MONITORING & EVALUATION OFFICER

JOB DESCRIPTION

Position: Senior Monitoring & Evaluation Officer

Directorate: Research, Monitoring and Evaluation

Department: Monitoring and Evaluation

Grade: UDC 4

Reports to: Manager Monitoring & Evaluation

Supervisees: Monitoring & Evaluation Officer

MAIN PURPOSE OF THE JOB

To contribute to the design and effective implementation of M&E systems of UDC's investments and projects in a way that facilitates performance measurement and data-driven decision-making throughout the project lifecycle. This position ensures the quality and accuracy of data collection and analysis while fostering stakeholder engagement and continuous learning to enhance program effectiveness and impact.

DUTIES AND RESPONSIBILITIES

1. Development & Implementation of M&E Systems

- Develop and implement M&E systems to facilitate performance measurement throughout the investment/project lifecycle.
- Design indicators, tools, and methodologies for data collection and analysis.
- Monitor and evaluate program performance following the corporation's logical and results frameworks and reporting requirements.

2. Data Collection and Analysis

- Supervise and ensure timely and quality implementation of projects, annual plans, and targets while identifying bottlenecks in project implementation and recommending solutions.
- Undertake regular field visits to support the implementation of M&E activities.
- Monitor data quality and identify where adaptations might be needed.

3. Reporting and Documentation

- Prepare and ensure timely submission of high-quality narrative statutory reports, including comprehensive M&E reports, progress reports, impact evaluations, and lessons learned that meet the corporation's requirements and support management decisions.
- Integrate M&E data into program planning and decision-making processes.
- Contribute to strategic planning by providing M&E insights and recommendations.
- Monitor and report on the progress of strategic objectives and key performance indicators.

4. Capacity Building and People Management

- Facilitate the integration of lessons learned from previous projects into future planning efforts.
- Provide training and technical assistance to project staff and partners on M&E systems and tools.
- Foster a culture of continuous learning and improvement within the organisation.
- Supervise subordinates by setting clear goals, providing mentorship and promoting continuous improvement through regular feedback, performance evaluations, and recognition of achievements.

5. Stakeholder Engagement

- Collaborate with project teams, partners, and stakeholders to ensure M&E activities are integrated into project planning and implementation.

6. Risk Management

- Assist in identifying and assessing risks related to departmental activities while performing assigned responsibilities.
- Support the implementation of approved risk mitigation strategies to reduce the impact of identified risks.

7. Perform any other duties as assigned by the Supervisor.

KEY PERFORMANCE INDICATORS

- Timeliness and accuracy of M&E system design and implementation.
- Accuracy and reliability of data collection and analysis.

- On-time submission rate of statutory and narrative reports.
- Number and effectiveness of training sessions conducted.
- Impact of M&E insights on strategic planning and decision-making.
- Progress tracking against strategic objectives and key performance indicators.
- Risk identification and mitigation effectiveness.
- Leadership and team development impact.

JOB SPECIFICATION

Minimum Qualification

- Bachelor's degree in economics, development economics, development studies, business administration, project planning and management, monitoring and evaluation or a related field.
- Postgraduate diploma in monitoring and evaluation, project planning and management.
- Certified in data collection and analysis using Microsoft Excel, Kobo, and SPSS/STATA software packages will be considered as an added advantage.

Experience

- Six (6) years of experience in a relevant field.

Competency

- Report writing: Ability to prepare clear, concise, and analytical reports for Management and Board-level audiences.
- Data Collection methodologies, data analysis and quality assurance: Strong knowledge of quantitative and qualitative data collection methodologies, data validation techniques, and
- Data Management: Demonstrated competence in data verification, cleaning, structuring, and storage using systematic approaches that facilitate rapid analysis, reporting, and performance monitoring.
- Proficiency in impact evaluation design methods: Practical experience in designing and applying impact evaluation methods (e.g., baseline studies, performance assessments, outcome and impact evaluations).
- Analytical thinking and logical presentation: Strong analytical skills with the ability to identify trends and patterns in data, interpret their implications, and present findings in a clear and visually compelling manner to support decision-making.

- Risk management skills: Ability to identify performance variances, flag emerging risks, and support the development of early warning indicators.
- People management skills: Ability to work effectively across directorates and with external stakeholders. High ethical standards, confidentiality, and accountability in handling institutional data.
- Strong PowerPoint presentation skills, with the ability to prepare clear, structured, and visually compelling presentations for Management and Board-level audiences.

WORKING RELATIONSHIPS

Internal:

- Director Research, M&E, ED, All managers, Heads of departments.

External:

- Investee companies, Ministers, Media, and Local Government.

SENIOR INTERNAL AUDITOR

JOB DESCRIPTION

Position: Senior Internal Auditor

Directorate: Internal Audit

Department: Internal Audit

Grade: UDC 4

Reports to: Manager Internal Audit

Supervisees: Internal Auditor

MAIN PURPOSE OF THE JOB

To provide expert advice and analysis to enhance internal controls, risk management, and compliance processes across the organisation.

DUTIES AND RESPONSIBILITIES

1. Annual Audit Planning

- Review the strategic plan to align audit activities with organisational goals.
- Consult key stakeholders to gather input and identify critical areas for review and review relevant documents to understand the context and scope of the audits.
- Conduct risk assessments to identify and prioritise areas for audit focus and revise the audit universe to ensure it reflects current organisational priorities and risks.
- Develop and finalise the annual audit plan and budget ensuring it is aligned with the audit strategy and resource requirements.

2. Development and Implementation of Audit Strategy

- Review the International Professional Practices Framework (IPPF) to ensure compliance with standards.
- Design audit procedures tailored to each engagement's objectives and risks and define critical success factors for successful audit execution.
- Plan and conduct audit engagements according to the established audit plan.

- Prepare detailed audit reports that document findings, recommendations, and management responses.
- Communicate the results of the audit exercise effectively to stakeholders and management.

3. Assessing the Adequacy of Controls

- Identify and assess risks associated with key processes and controls.
- Review the design of controls to ensure they are adequate for mitigating identified risks.
- Verify the implementation of controls and their effectiveness in practice.
- Monitor controls to ensure ongoing effectiveness and identify areas for improvement.

4. Advisory Activities

- Provide consulting services to management on risk management, control processes, and governance.
- Offer recommendations to enhance organisational processes and internal controls.
- Participate in special projects as requested, providing internal audit expertise and support.

5. Leadership and People Management

- Supervise subordinates by setting clear goals, providing mentorship and promoting continuous improvement through regular feedback, performance evaluations, and recognition of achievements.

6. Perform any other duties as assigned by the Supervisor.

KEY PERFORMANCE INDICATORS

- Timeliness in addressing stakeholder concerns and integrating feedback into the audit plan.
- Compliance with IPPF and other relevant standards in audit strategy and execution.
- Number of audit reports delivered on time.
- Accuracy and clarity of audit findings and recommendations.
- Percentage of identified control weaknesses resolved or mitigated.
- Number of advisory recommendations implemented by management.

JOB SPECIFICATION

Minimum Qualification:

- Bachelor's degree in commerce, business administration, accounting or a related field.
- Membership in the Institute of Internal Auditors (IIA) is compulsory.
- Full ACCA, CIA, or CPA is required.
- Post graduate qualification in a related field is an added advantage

Certifications:

Experience

- Six (6) years of experience in a similar function.
- With knowledge of any or all of the following fields of; Accounting; Investment analysis, Fund Management or Consultancy gained / acquired in a reputable private or public sector entity

Competency

- Analytical skills.
- Report writing skills.
- Understanding of Institute of Internal Auditors standards.
- Leadership skills.
- Communication skills.
- Problem-solving skills.

WORKING RELATIONSHIPS

Internal:

- Executive Director, Management, all Staff, the Board.

External:

- Auditors