

# Job Description:

## Finance Manager

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Redeem's mission is to protect widows and orphans from violent abuse and exploitation by::

- Awakening** the world to the need to defend the orphan and the widow in the twenty-first century;
- Assembling** the resources needed to protect the world's most vulnerable widows and orphans;
- Assisting** law enforcement in real cases that restore victims and restrain their abusers; and
- Amplifying** law enforcement protection through community engagement and capacity building.

We are currently implementing a program in Uganda to protect widows and orphans from the devastation of predatory eviction with plans to expand our defense of the vulnerable into other countries in the future.

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As Redeem's Finance Manager, you will support the mission of protecting Uganda's widows and orphans by ensuring that Redeem's financial and resources are used with wisdom and purpose and are tracked with unquestioning accuracy. Specific responsibilities include:

### Leadership

- Supporting the Director of Operations in developing and refining finance, leave, and timekeeping policies;
- Providing training to staff on Redeem finance and payroll policies, procedures and systems;

### Finance

- Reviewing and approving staff expense reports for accuracy, documentation and compliance with policy;
- Tracking petty cash advances made to staff and regularly reconciling staff petty cash accounts;
- Conducting investigations into suspected incidents of staff fraud, misappropriation, or corruption;
- Supporting Redeem's accounting provider in accurately recording and classifying transactions;
- Supporting Redeem's accounting provider in internal and external financial reviews and audits;
- Assisting in preparation of internal and external financial reports;

### Payroll

- Administering and ensuring the accuracy of Redeem's timekeeping and leave tracking systems;
- Assisting supervisors in classifying time worked and leave taken and reconciling account balances;
- Administering and recording disbursement of staff salaries and employee benefits;

### Miscellaneous

- Communicating with donors, supporters, media and other outside parties about Redeem's work;
- Contributing to the review and design of Redeem's organizational systems, guidelines and policies;
- Participating in Redeem's professional development and spiritual formation activities;
- Supporting other teams within Redeem in the achievement of their objectives; and
- Completing other duties as assigned.

# Recruiting Profile:

## Finance Manager

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Redeem strives to build a culture of Christian excellence that reflects the following four core values:

We love each other well;  
We don't make easy things hard;  
We measure by results; and  
We are joyful in our work.

Redeem is looking for a highly skilled and responsible individual who will reflect these values while providing our staff in Uganda with high-quality financial support. Specific attributes include:

### Experience

Required: Bachelor's degree in Finance, Accounting, Business Administration, or similar field;  
Required: Five or more years of professional experience in accounting, finance or compliance;  
Preferred: Experience working with confidential financial data and information; and  
Preferred: Experience working in start-up, international, multi-location and/or faith-based firms.

### Skills

Required: Meticulous attention to detail and accuracy;  
Required: Computer literacy with strong capacity in word processing, email and other systems;  
Required: Fluency in written and spoken English with excellent communication skills;  
Required: Competency in bookkeeping, accounting, and expense management;  
Preferred: Familiarity with Quickbooks and digital expense management platforms; and  
Preferred: Familiarity with Google business suite.

### Attributes

Required: Mature Christian faith;  
Required: High degree of personal and professional integrity and trustworthiness;  
Required: Strong teamwork, interpersonal skills and ability to work on a multidisciplinary team;  
Required: Excellent independent professional judgment and ethical decision-making;  
Required: Innovative and creative problem solving in the face of complex nuanced issues;  
Required: Persistence and tenacity in the face of difficult problems or challenges;  
Required: Commitment to meet deadlines and achieve results in a fast-paced environment; and  
Required: Love-motivated service orientation toward colleagues, partners and even adversaries.

The Finance Manager will report to Redeem's Director of Operations. The position will be based in Kampala with frequent travel to districts where Redeem teams are deployed throughout Uganda.

Interested applicants should send a cover letter and resume to [rmusoke@iredeem.org](mailto:rmusoke@iredeem.org) by 3rd July 2023.