

## VACANCY ANNOUNCEMENT

**Vacancy Title:**           **Head Finance & Procurement**

**Organisation**           World Trumpet Mission, Located at the Nation's Prayer Mountain, Seguku Uganda.

**Contract Type:**       1 year, renewable.

**Contract Type:**       Full time.

### Job Summary

Reporting to the Chief Administrator and a member of the Senior Management Team, the Head Finance and Procurement manages the finance/accounts and Procurement team dedicated to the effective and appropriate management of all World Trumpet Mission (WTM) resources. The Head Finance and Procurement is responsible for WTM financial management, financial reporting, and oversight of all financial and procurement activities to ensure full compliance with statutory regulations and WTM financial and procurement policies and procedures.

The role will have a critical obligation to work closely with WTM leadership team to ensure that all financial documentation prepared and submitted to WTM Management Team is correct, complete and appropriate.

### Responsibilities

1. Financial Planning, Budgeting and controls.
2. Financial Reporting.
3. Management of Taxes.
4. General Ledger.
5. Payroll Management.
6. Working capital management.
7. Financial Records Management.
8. Leadership.
9. Management of financial systems.
10. Management of WTM Physical Resources (Assets)
11. Procurement and Logistics management.

### Requirements, Qualifications & Experiences (essential/desirable)

- A Bachelor of Accountancy Degree or equivalent (Master's desirable).
- A professional qualified accountant (CFAACCA, CIMA or CPA) is a MUST.
- At least 5 years' experience, three of which should be in a senior leadership role.
- Excellent knowledge of financial and procurement management systems, reporting and compliance.
- Knowledge of Not for profit Accounting and financial management Principles and Practices (GAAP).
- Extensive experience in Auditing and internal controls, risk management and Mitigation.

- Financial software and systems e.g. Quick Books.
- Excellent analytical skills.
- Excellent verbal, written and presentation skills.
- Cross-functional team player.
- Proven leadership and management skills that motivate high performing teams and encourage innovation and creativity.
- Clear ability to identify and set performance deliverables.
- Ability to perform under pressure, handle heavy workloads, and meet stringent reporting deadlines.

### **How to apply**

Suitably qualifying candidates should send through their applications including a cover letter, CV and Academic documents as one PDF electronically through the below email: [hr@worldtrumpetmission.org](mailto:hr@worldtrumpetmission.org), **including the job title as the subject**. Hard copies shall not be accepted. Late applications and those that do not have a CV or certificates attached will be disqualified.

### **Deadline for receiving applications**

The deadline for submitting applications is **Aug 2, 2024, not later than 5:00pm**.

Due to high volumes of applications we envisage to receive, only shortlisted candidates shall be contacted. This is an urgently required position therefore all applications shall be reviewed on a rolling basis.

WTM provides equal employment opportunities to all employees & qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or class and therefore complies with all applicable laws governing nondiscrimination in employment. WTM has zero-tolerance to any form of exploitation, harassment, abuse, fraud and corruption, in addition to other safeguarding aspects.

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