

## TERMS OF REFERENCE

**JOB TITLE:** Finance & Administration Specialist

**REPORTS TO:** Regional Coordinator

For all the day to day financial and administrative management aspects of the operations of the GWPEA Secretariat.

**Host Institution (Nile Basin Initiative Secretariat) - Head of Corporate Services:**

For financial and administrative management oversight through presentation and review of account reconciliations, administrative and procurement approvals and reviews, payment/transaction approvals, etc., as required by the Host Institution Agreement.

**LOCATION:** GWP Eastern Africa Regional Secretariat, hosted by the Nile Basin Initiative in Entebbe, Uganda.

## **BACKGROUND**

The Global Water Partnership (GWP) is a worldwide network which has since 1996 successfully supported countries in their efforts to implement a more equitable and sustainable management of water resources. GWP comprises 3,000+ partner organizations in over 180 countries. Our network of 65+ Country Water Partnerships and 13 Regional Water Partnerships convenes, and brokers coordinated action by government and non-government actors. A long-time advocate for integrated water resources management, GWP draws on implementation experience at the local level and link it across our Network and to global development agendas. For more information, visit <https://gwp.org> and <https://gwp.org/en/GWP-Eastern-Africa/>.

GWP Eastern Africa was constituted in 2003 by stakeholders to support the sustainable development and management of water resources at all levels in the region. GWP Eastern Africa is currently composed of nine Country Water Partnerships (*Burundi, Egypt, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, Sudan and Uganda*) and counts over 200 partners working in these Countries. GWPEA works with these country water partnerships to address water security issues and environmental challenges such as drought, floods, food insecurity, climate change and water insecurity. GWP Eastern Africa and its partners strive to promote the Integrated Water Resources Management (IWRM) approach to foster the coordination, development and management of water resources for sustainable development.

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### The Shared Vision Objective

**"To achieve sustainable socio-economic development through the equitable utilization of, and benefit from, the common Nile Basin water resources"**

Burundi, D.R. Congo, Egypt, Ethiopia, Kenya, Rwanda, South Sudan, Sudan, Tanzania, Uganda

### Objectif de la Vision Commune

**"Pour atteindre un développement socio-économique durable grâce à une utilisation équitable des ressources communes en eau du bassin du Nil et aux avantages qui en découlent"**

Burundi, R.D. Congo, Egypte, Ethiopie, Kenya, Rwanda, Soudan de Sud, Soudan, Tanzanie, Ouganda

## GWPEA GOVERNANCE STRUCTURE

GWP Eastern Africa has a governance structure with the following components:

- Country Water Partnerships (CWPs): it is a network of partner institutions at national level
- Consulting Partners (CP): it is the representative body of the regional network of CWP partners
- Regional Steering Committee (RSC): it is the executive supervisory body constituting representatives of the CWPs in the region
- Secretariat (GWPEA Sec): a small secretariat responsible for the overall co-ordination and the day-to-day management and administration of the regional program activities.

GWP Eastern Africa has been implementing various programs, projects and activities related to integrated water resources management (IWRM) and climate change adaptation for more than a decade. The region is expanding its program activities to contribute to the new and emerging global and regional challenges. Current projects include, but not limited to: drought resilience for small holder farmers and pastoralists in the IGAD region (DRESS EA) project; enhancing resilience of communities to climate change through catchment based integrated management of water and related resources (EURECCCA) project; Africa Water Investment Program - Water Climate Development Program and Gender (AIP WACDEP-G). GWPEA is also involved in development of the GCF readiness proposals in Burundi, Sudan, Uganda and other countries in the region; NDC Partnership Country Action Enhancement Package (CAEP) project in Somalia and Sudan; and the SDG 6 IWRM Support Program, and SDG 6.5.1 monitoring and reporting Program.

## SCOPE OF THIS POSITION

The overall responsibility of GWPEA Financial Specialist includes but not limited to the financial accounting and reporting; cash flow forecasting, financial management, and reporting on GWPEA finances. The position is primarily responsible for all the GWPEA finance management. He / she will be working under the day-to-day supervision of the GWPEA Regional Coordinator, and working regularly and collaboratively with the Host Institution Finance Department, GWPSA NPC and the GWPO - Senior Financial Specialist in handling financial issues.

### SPECIFIC DUTIES:

#### A. Financial Record keeping and updates of the Financial Management System in place.

- On a daily basis, verify and update the accounting application/software with receipts and payments transactions.
- Maintain and update the GWPEA financial records to facilitate review and audit of the same by the external auditors.
- Manage travel advance requests and travel expenditure accounting reports and process the clearing journals into the accounting application/software.

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- Serves as GWPO liaison on financial procedures, reporting and policies;
- Prepares monthly expense statements for GWPEA management and ensures correct budget lines used and expenditure is within budget;
- Ensure proper maintenance and filing of all financial records, contracts and outputs (contract deliverables)
- Ensures effective processing of payments in a timely manner;

## **B. Financial administration and reporting- all stakeholders**

- Working with the Host Institution, by the 15<sup>th</sup> of every month, prepare and submit to the GWPEA Regional Coordinator, the monthly reconciliations of accounts for all profit and loss and balance items.
- Working with the Host Institution prepare the consolidate regional quarterly financial reports that includes quarterly reports from the CWPs.
- By 20<sup>th</sup> day following each quarter, submit GWPEA financial accountability reports to GWPO in the required format.
- Participate in GWPEA Steering Committee meetings to present the regional financial overview, handle payments relating to the per diems and allowances of participants as appropriate
- Within 20 days after the financial year, prepare and reconcile the GWPEA year-end financial statement with supporting schedules in preparation for external audit.
- Prepare donor accountability reports as per the financing agreements.
- Ensure adherence to GWP policies, including the GWPO Financial Guidelines, Travel Policy and Anti-Corruption/Fraud Policy.
- Ensure adherence to NBI Procurement Rules
- Ensure proper segregation of duties and delegated authorities signatures are followed for all payments.
- Working with the Host Institution, facilitate GWPEA external audits, including the annual audits of GWPEA at RWP and CWP level.
- Be the liaison person between Host institution and GWPEA Office on all financial matters, payments, reports and queries, ensuring accurate data entry into the financial system.
- Perform monthly reconciliations to ensure that the financial records at GWPEA Secretariat is the same with the financial records at the Host Institution
- Support and advice the Regional Coordinator on financial decision making.
- Provides financial accounting/management support to GWPEA CWPs through their host institutions, including monitoring their expenditures
- Train CWP staff on financial reporting and requirements
- Work with the Host Institution to ensures compliance with country statutory and tax obligations
- Ensure the legal and financial aspects for all contracts, MoU and agreements comply with the accounting procedures and funders' specifications
- Review and amend operational procedures and guideline with each lesson learnt in the implementation phase. Conduct internal audits for the accredited CWP where GWPEA has projects running.

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### **C. Budget preparation and administration**

- Spearhead the GWPEA annual budget preparation including LRF project budgets and consolidation process.
- Verify and confirm eligibility and budget availability for all GWPEA payments in accordance with funder specifications.
- Working with the Host Institution, provide monthly budget to actual reports, and alert the Regional Coordinator of the remaining budget.

### **D. Vendor management and liaison**

Ensure that all payments of GWPEA clients and vendors are processed and paid in a timely manner.

### **E. Cash and cash flow management**

- Update and present GWPEA budgeted expenditures and cash flow forecast monthly or as may be required.
- Verify and confirm monthly petty cash reconciliations and cash count with every subsequent replenishment.
- Be the bank liaison person on all GWPEA bank accounts.
- Ensure prudent financial management arrangements are in place with the CWPs for the transfer of funds.
- Prepare funding requests supported by cash flow forecasts.
- Acting as an agent for all GWPEA bank accounts to ensure the timely payment of dues for all GWPEA activities and events.

### **F. Payroll management**

- Process GWP payroll by the 20th of every month and ensuring that all staff have received their pay slips are signed individually by the end of the month.

### **G. Administrative Oversight and Support**

- Oversight and support for the administrative function of the GWPEA Secretariat including stores and asset management, procurement, logistical arrangements for meetings and events, etc.
- Undertakes additional tasks as requested by the Regional Coordinator in order to ensure the smooth running of the GWP goals and operations

## **QUALIFICATIONS AND EXPERIENCE**

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- A Degree in Finance, Accounting, or any other related degree in business studies from a recognised university. Professional qualifications from any internationally recognized accountancy bodies (e.g. CPA, ACCA, ACA, CIMA, CFPA, etc.) is a must..
- Post qualification experience of at least 5 years in accounting and financial management.
- Proven computer literacy, in MS Office and window- based applications and working knowledge of computerised accounting systems.
- Experience working with accounting systems such as SAGE Pastel is required or any other financial management software.
- Experience in tracking the financial progress of projects, handling funds from donors, and reporting in multiple exchange rates will be an advantage.
- Excellent verbal and written communication skills in English.

## **SKILLS REQUIRED**

- Proficiency in computer applications such as word processing, spreadsheets, accounting packages, email, internet and the workflow process
- Ability to maintain high standards of integrity; establish straightforward, productive relationships; treating individuals with fairness and respect, demonstrating sensitivity for ethnic, cultural and gender differences
- Strong communication and presentation skills including ability to develop proposals, concept papers, position papers as well as write reports and prepare relevant publications
- Risk management and audit processes.
- General fraud prevention strategies.
- Problem solving and analysis.
- Ability to project and uphold Independence of mind.
- Attention to detail.
- Initiative and self-drive for high quality performance.

## **Duty Station.**

The Employee will be based at NBI Secretariat in Entebbe Uganda with possible travel within or out of the Basin GWPO/GWPEA Countries as may be deemed necessary by the Employer.

## **Period of Service**

This is a Regional position with a Contract duration of one year renewable annually based on satisfactory performance, availability of funds and need for the services.

## **How to apply:**

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Interested and suitably qualified individuals are invited to visit the NBI website at [www.nilebasin.org](http://www.nilebasin.org) or GWPEA website <https://gwp.org> and <https://gwp.org/en/GWP-Eastern-Africa/> to download the full Job description/TORs for the position and should submit their applications electronically to the Executive Director at: [gwpvacancy@nilebasin.org](mailto:gwpvacancy@nilebasin.org). Application/cover letters clearly indicating the title of the position and accompanied by detailed curriculum vitae should reach the Executive Director not later than 31<sup>st</sup> December, 2020 at 2:00 pm.

Please don't attach scanned copies of your Academic & professional certificates and testimonials, you will be requested to submit them when you are shortlisted for Interviews. Please clearly indicate a minimum of three referees and two former employers excluding the current employer with their full addresses and contacts (Telephone and emails).

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