



JOB DESCRIPTION

FINANCE AND BUDGET OFFICER

Job Reference: NBI SEC/CSS/001/2026

Department	Corporate Services	Location	NBI Secretariat Entebbe, Uganda
Reports To: Head of Corporate Services			
Job Group:	Regional	Career Family:	Finance
Date Reviewed: June 2026			
Direct Reports: <ul style="list-style-type: none">Accountant			
JOB DESCRIPTION			
Job Purpose <p>Support the budgeting process, provide financial information and analysis to budget holders to support the implementation of planned activities, and furnish reports on financial performance to management, donors, and Governance to support decision-making. Support the effective operation of an integrated financial management system for reporting.</p>			
Key Responsibilities <ol style="list-style-type: none">Budgeting and Planning<ul style="list-style-type: none">Prepare annual budget and mid-year budget revision in consultation with the Head of Corporate Services.Support implementing teams with the preparation of activity budgets and checking for budget availability.Prepare, consolidate and revise donor budgets consultation with the Head of Corporate Services.Analyse and code approved budgets for upload into the financial system.Update the financial system with new agreed budget activities.In close collaboration with the Head of Corporate Services ensure compliance to Nile-SEC financial management guidelines, policies and procedures.Budget Monitoring Activities<ul style="list-style-type: none">Assist in the preparation and consolidation of annual or project budgets.Routinely monitor the performance of the NBI Secretariat's budget.			

- Verify and confirm eligibility and budget availability for all Nile SEC payments and Local Purchase Orders and Contracts.
- Close Nile-SEC FMS monthly and quarterly accounts generate actual budget variance reports for circulation to budget holders.

3. Reporting to Management, Governance and Donors

- Extract and interrogate system data in preparation for reporting.
- Monitor obligation accounts and prepare reports.
- Maintain and update a record of copies of financial statements and reports submitted to various stakeholders.
- Post financial transactions into the financial system and ensure completeness of accounting records on file.
- Facilitate donor-independent financial management review exercise and provide the required information.

4. Consolidation of NBI Accounts for Annual Reports (Stakeholder information)

- Prepare financial information for an annual progress report – financial performance analysis.
- Prepare the finance section of the corporate report and consolidate finance information from all 3 NBI centres.
- Prepare Nile-SEC quarterly, biannual and year-end IFRs and share them with the Head of Corporate Services for review and approval.

5. Production of Statutory Annual Financial Reports

- Extract and analyse financial data for each year's end for any errors.
- Run the trial balance and check off any errors.
- Post-year-end and trial balance adjustments.
- Assist the Head of Corporate Services to produce the year-end financial statements.

6. Coordination of External Audit Services

- Coordinate and support the Nile SEC external audits from entry meeting, timing, requirements, deliverables, exit meeting and finalization of audit reports.
- Ensure all transactions are documented, filed and made ready for the audit.
- Extract the necessary ledger reports and any other information that may be required by the auditors during the course of the audit.
- Coordinate delivery of required information from other departments i.e. Internal Audit, I.T., Administration etc.
- Respond to audit queries.

7. Financial accounting system maintenance and administrative support

- Update the Nile SEC financial accounting system (to better support the Nile SEC reporting requirements.)
- Ensure timely posting of transactions to the NBI Financial management System to facilitate timely and accurate maintenance of accounting information and reporting.

- Ensure data migration is done whenever necessary to the ERP.
 - Ensure reporting designs, system interrogation and validation are conducted.
 - Maintain the Chart of Accounts (COA) process and update the same for all new accounts and analysis codes as may be required.
 - Carry out system data validation and ledger reconciliations and revaluation.
 - Create various reports on a need basis to all Nile-SEC Stakeholders in line with their Reporting Requirements (e.g. Country Contribution (CC), World Bank/CIWA IFRs, GIZ , UNDP, EU and new Donors) and generate monthly, and quarterly reports to the budget holders.
8. The job holder supervises, mentors and coaches' direct reports to develop their overall capabilities in meeting job standards in addition to continuously developing their own capabilities where applicable
 9. Flexibility to perform assigned tasks from time to time.

JOB CONTEXT

Job Complexity: The jobholder is responsible for financial accounting system maintenance and administrative support.

Creativity, Innovation & Problem Solving: The jobholder requires considerable thought and judgement to interpret facts and figures and arrive at timely, accurate and important financial conclusions.

Consequences of Error: The jobholder's work relies on the completeness and integrity of data entered into the financial system, and the probability of making judgemental errors is high.

Leadership & Human Capital Development: The jobholder is responsible for ensuring that accuracy, timeliness and confidentiality are maintained with financial data.

Service Delivery & Customer Focus: The jobholder deals with many internal and external clients and is charged to provide internal clients with, financial analysis reports and budget monitoring reports, identify available resources and develop activity budgets, and update the financial system with new activities to facilitate transaction entry. S/he is charged with ensuring external clients have interim quarterly financial reports to donors and year-end financial statements for audit purposes.

Information Resources: The jobholder prepares financial audit reports and interim financial reports to donors and is also responsible for the safekeeping of both electronic and paper-based financial reports.

Financial & Physical Resources: The jobholder assists in the management of financial resources as the core mandate of his job description, and must ensure accuracy, timeliness and confidentiality of information. S/he is responsible for various company assets given to him to facilitate him/ her in the performance of the duties as required by the office e.g. computer, printer, telephone.

Dexterity: The jobholder is required to generate, analyse, and synthesize financial reports to be shared with various stakeholders.

Mental/Sensory Demand: The jobholder expends mental and sensory efforts in report writing, financial analysis, cash flow analysis, project proposals and analysis, resource mobilization and cost-cutting skills.

Physical Exertion: The jobholder will normally work seated for many hours as the core of his job entails entering data into the financial management system and making payment transactions online. S/he is also required to write reports, or make presentations. These cause physical exertion

Working Environment & Occupational Hazards: The job requires a lot of effort to meet different stakeholder expectations for financial information. The job holder may be subjected to normal office environment hazards such as sitting for long periods, fire, dust, water, etc.

JOB SPECIFICATION

Qualification

Minimum

- Masters's degree in Accounting, Finance, Business Administration or related subject.
- Professional qualification (certification in Accountancy) such as CPA, ACCA, CFA, etc.
- Post qualification Membership to a professional association such as ACCA, CPA Uganda or Equivalent, IIA, ACFE, CIMA
- Knowledge of accounting software packages such as Microsoft Dynamics 365, SAP Business, Net Suite, Oracle, Sun System, SAGE, Pastel, QuickBooks etc.
- Thorough understanding of International Financial Reporting Standards, International public sector accounting standards, various regional statutory requirements and their application.

Desirable

- A Certified IPSAS professional qualification will be an added advantage

Experience

Minimum

- Ten (10) years relevant experience of which at least 5 must have been in a Senior Accounting/finance Position or equivalent position undertaking similar tasks to the key responsibilities of this position.
- Above experience to include Reporting for Donor Funded projects

Desirable:

- Knowledge and extensive experience in the use of Microsoft Dynamics NAV 365 or Microsoft Dynamics 365 Business Central is desirable.
- Competence in reporting or application of World Bank or AfDB financial procedures is an added advantage
- Demonstrated experience of production of reports to or support to external auditors
- Three or more years' experience working with a Regional or International organization(s).

Skills Required

- Financial management skills.
- Knowledge of economics and accounting.
- Business management skills.
- Analytical thinking skills.
- IT Skills and use of Ms Office suit
- Leadership skills.
- Ability to use your initiative.
- To be thorough and pay attention to detail.
- Problem-solving skills.
- Communication skills
- Interpersonal skills
- Negotiation skills

Working Relationships

Internal

- Head of Corporate Services
- DED / Head of Basin-Wide Program
- Budget holders
- Nile-SEC support staff
- HR and Administration Officer

External

- External Auditors
- Donors
- NBI Centres (NELSAP & ENTRO)
- Finance system software provider
- Consultants and Service providers