

Job Title: [Finance Officer](#)

Organization: Children's Rights and Violence Prevention Fund (CRVPF)

Duty Station: Kampala, Uganda

Reports to: CRVPF-EYDCD, Program Coordinator

ABOUT CHILDREN RIGHTS AND VIOLENCE PREVENTION FUND (CRVPF)

Children's Rights and Violence Prevention Fund (CRVPF) is a regional child rights and social justice intermediary organization. CRVPF advances the safety and rights of children and youth in Uganda, Kenya, Tanzania, and Ethiopia. CRVPF partners with community organizations to prevent violence including sexual violence against children and youth. We build children and youth power and agency to make the right choices and decisions and facilitate access to safe and dignified employment opportunities.

CRVPF works with community organizations as an effective avenue for reaching vulnerable children, youth, families, and communities because these organizations have closer proximity, adaptability, trust with communities, efficiency, and can contextualize interventions. The community organizations and their leaders are the basis for building community movements that advocate for children and youth issues. CRVPF also collaborates with a diverse range of, local NGOs, media organizations, training, and research institutions working at community levels to prevent violence and advance the rights of children and youth. These partners reflect our values through local ownership of change, using funds responsibly, and working with long-term sustainability.

About the program

CRVPF is anticipating the Empower Youth through Data and Community Development (EYDCD) program. At the individual level and institutional levels, by strengthening and leveraging community-based structures, this program aims to improve the lives of young men and women in disadvantaged communities in Uganda by providing technical market-facing skills and capacity building for entrepreneurship, and employment. Over a five-year, EYDCD aims to reach 400,000 young people and enable the creation of 250,000 new and sustained dignified and fulfilling work opportunities (70% young women) while strengthening & digitizing 3,000 youth-led VSLAs. To

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accomplish the above, the initiative will collaborate with 200 local grassroots Community-Based Organizations (CBOs).

At a system level, the program aims to foster financial inclusion & promoting digital identity for young people (invisible and bootstrappers enterprises) by leveraging mobile transactions & alternative data working with the biggest telco companies in Uganda – Airtel and MTN to enable data-driven credit decisions using credit scoring. This becomes an asset to assess their creditworthiness – for the distribution of affordable credit, devices, among other digital financial products and services. This will serve both young people and their community-based savings groups, i.e., VSLAs or SACCOs who have for long been seen as expensive to serve and reach.

THE POSITION

Reporting to the CRVPF-EDYCD Program Coordinator and work, the Finance Officer-EYDCD Program will support the Program team and partners to oversee all financial aspects of the program at CRVPF and partner levels. This will include conducting including due-diligence, budget monitoring, technical support to partners, ensuring controls, contracting, financial reporting, and analysis.

ROLES AND RESPONSIBILITIES

- Work with the EYDCD team to oversee the program financials and those of partners i.e., conduct budget checks during application reviews, take partners through the financial due diligence checklist and report, make budget reviews and amendments during partner project implementation, field monitoring, etc.
- Offer technical guidance to EYDCD partners on financial management starting at award, through implementation, reporting, and compliance with the award guidelines and Uganda laws.
- Provide financial expertise and advice internally to the program team.
- Provide ad-hoc data and support for learning and evaluation activities, including program outputs and value-for-money analysis.
- Maintain accurate and timely EYDCD program financial documentation and report on contract commitments, disbursements, and cash flow projections.

- Review all partner EYDCD finance reports and financials in the MIS and ensure that these are well aligned including source documents. (Financial reported in the MIS by partners should tally with source documents received)
- EYDCD Budget monitoring at program and partner levels to ensure that financial resources are put to proper use and that proper controls are in place and fully operational.
- Ensure that EYDCD financials are compliant with the partner's requirements and international standards.
- Compile quarterly reports and supporting documents to the partner.
- Attend to all financial reports and feedback from the partner.
- Compile EYDCD financial data when needed for internal and external presentations as guided by the program team and Executive Director.
- Provide input into the CRVFP finance planning processes wherever requested.
- Be part of processes aimed at sourcing external support for the EYDCD program including consultancies.
- Represent the EYDCD program at partner engagements wherever requested.
- Any other tasks/Projects that may be required occasionally.
- Identify opportunities to improve and standardize processes within Finance.
- Maintain a proper filing system for all partner reports, grant agreements and relevant communication

Qualifications and other relevant skills

- A bachelor's degree in a finance and accounting field.
- A recognized accounting qualification such as ACCA, CPA, CIMA, ICA, CMA, or any other CA qualification is required.
- Minimum 3 years of progressive experience in financial roles within a not-for-profit organization
- Experience with budgeting, reporting & analysis.
- Working knowledge of Financial Internal Controls Management.
- Strong Analytical skills with a high level of attention to detail.
- Proficiency with MS Office specifically Excel
- Skills in project management, microfinance, and youth inclusion.
- Previous work with youth programs, in slums, and refugee communities.

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- Conflict resolutions, mediation, and cluster partnerships support.
- Ability to work with a small team and deliver results with or without close supervision.
- Ability to travel to the field more than 30% of work time.
- Maintain all EYDCD finance-related files.
- Demonstrate a commitment to CRVPF work.
- Prior experience in program finance experience in similar donor or development programs is an added advantage.

The role is based in Uganda, Kampala. Deadline for Applications is September 29th, 2023.

Send your application to

careers@crvpf.org and copy edith.tendo@crvpf.org