



**WERNER
ERKES
FOUNDATION**

EAST AFRICA

Non-Profit Foundation
for Nurturing, Education
and Culture



JOB ADVERTISEMENT

Position: Chief Finance Officer

Reporting Hierarchy: a) The CFO shall report to: The Principal on Matters of the Institute of Music, Languages & Polytechnic Studies (IMLS).

b) The CFO shall report to: The Board, Executive Director, and Managing Director on Matters related to WEF – East Africa.

Direct Supervision: Accounts Office (IMLS and WEF – East Africa).

Duty Station: Masaka, Uganda; with Occasional Travel.

About Us:

Headquartered in Uganda, we are a proud Registered NGO - Werner Erkes Foundation East Africa (WEF – East Africa), dedicated to fostering sustainable development through Education- Across the East African Region. We focus on nurturing the children's personalities by ensuring the holistic development and growth of each child. Our teachers are trained to recognize and nurture the strengths and

talents of the students. They strive to identify the individual weaknesses of the children and offer them support so that they can find their own way of learning and develop into self-confident and responsible individuals.

Under this mandate, WEF – East Africa is the Funding body for the Institute of Music, Languages and Polytechnic Studies (IMLS – Masaka, Uganda) and as well works with its sister Donor Partners in Germany such; FMK. In its plight to foster good financial governance systems and processes, WEF – East Africa is searching for a Chief Finance officer to spread head this transition and exciting future.

Job Description:

The Post holder is required to have the following competencies:

1. Leadership

- Develop and implement operational efficiency strategies for the Finance Department.
- Perform strategic analysis of the overall financial health of WEF – East Africa programs and its partner Institutions.
- Provide financial data and insights to support decision-making to the Senior Management Team (SMT) in line with organizational strategies.
- Provide financial forecasting aligned with WEF – East Africa’s strategic plan.
- Provide people management oriented leadership and mentorship to the Accounts offices of WEF – East Africa and IMLS in fostering teamwork and efficiency.

2. Financial Controllership

- Ensure all financial practices comply with organizational policies, local laws, and donor requirements.
- Develop financial procedures and policies that create value for money as needed.
- Manage internal controls and safeguard the organization’s assets, including cash, inventory, and fixed assets.
- Provide the MD and the Board of Directors with timely updates on financial performance and internal control reports.
- Facilitate and oversee internal, external, donor, and/or government audits to ensure full compliance with regulations and donor terms and conditions.

- Ensure timely completion of monthly balance sheet reconciliations and maintain up-to-date financial records.
- Act as the primary liaison on financial matters, including cash flow, budget management, and compliance.
- Build relationships with government authorities, partner agencies, donors, and NGOs in plight of the creation of a Transparent and Modern Finance Department.

3. Grants Management & Compliance

- Oversee the financial management of grants, ensuring compliance with donor regulations, legal obligations, and internal policies.
- Lead the development of grant budgets and ensure that financial reporting aligns with program objectives.
- Collaborate with program staff to ensure proper allocation and utilization of grant funds.
- Prepare, review, and approve donor financial reports, ensuring accuracy, completeness, and timely submission (Budget/Forecast).
- Lead the preparation and revision of grant proposal budgets and support costing for budget submissions.
- Prepare and maintain the annual operating budget, ensuring cost coverage.
- Present and regularly review budget-to-actual income and expenditures with the MD - WEF, Principal - IMLS and Program Leads.

4. Treasury

- Oversee bank relations, including negotiations on fees, interest, and exchange rates.
- Ensure the accuracy of bank account and cash reconciliations.
- Maintain forecasts of cash requirements for future spending and grant implementation.
- Minimize foreign exchange exposure to currency fluctuations.
- Oversee the collection of contractual receivables.

5. General Accounting

- Oversee daily operations of the Finance Department, including payroll management, timely payments, accurate financial postings, and proper coding of expenses.

- Develop and implement financial systems and ensure timely monthly, quarterly, and annual financial reports for the Board of Directors, donors, and staff.
- Ensure proper control of assets, funds, equipment, property, and facilities.
- Develop and enforce expenditure and procurement policies and procedures.
- Manage cash flows and monitor foreign exchange gains/losses.

6. Administration of the Budgets:

- Coordinating the budgeting process leading to formulation of WEF – East Africa & IMLS Annual Budgets.
- Providing guidelines and guidance to Heads of Departments in Effective and efficient budget management.
- Providing timely feedback through financial performance reports to Senior Management and Heads of Departments.

7. Finance Staff Management

- Develop finance department roles and responsibilities matrix and ensure job descriptions are current for WEF – East Africa & IMLS.
- Recruit, train, and maintain a qualified finance team, conducting performance reviews and providing career development opportunities.
- Provide technical support and financial management training to finance and non-finance staff.

Expected Qualifications & Experience

- Master's degree in Accounting, Business Administration, Commerce, or Finance required.
- Certified Public Accountant (CPA) with the Institute of Certified Public Accountants – Uganda.
- Minimum of 5 years of experience in finance, with at least 5 years of experience in leadership Senior Finance Manager roles in a donor-funded environment.
- Experience managing donor-funded grants, ensuring compliance with donor requirements, and overseeing financial reporting is required.
- Proven ability to manage donor reporting and compliance requirements.

- Advanced knowledge of QuickBooks, Excel, and ERPs for financial management, procurement, risk management, and supply chain management.
- Proven ability to lead and develop finance teams.
- Strong leadership and management skills with the ability to foster a culture of accountability and high performance.
- Interest and experience in using technology to drive operational efficiency.
- Alignment with WEF –East Africa’s vision, mission, and values is desirable.

Application Procedure:

Interested candidates should send their detailed CVs / Profiles, Academic documents and Application letters, with a subject head of ; ***“Application – CFO WEF – East Africa”*** to the following addresses below;

a) Email: To: wefeastafrica@gmail.com

Cc: imls.residentdirector@gmail.com
principal.imls@gmail.com

b) Physical: The Werner Erkes Foundation (WEF) East Africa Masaka, Uganda Office is at P.O. Box 1542, Katwe Butego Wave.

Deadline for Application: 18th July 2026.

Note: Only shortlisted Candidates shall be contacted, WEF – East Africa is an equal Opportunities Employer and encourages all qualified individuals to Apply.