



*‘Life in all its fullness’ John 10:10*

## **JOB ADVERT FINANCE MANAGER**

Grade:	B
Essential qualifications:	Degree in accounting and Finance or any related discipline
Accountable to:	Medical Superintendent
Reports to:	Senior Hospital Administrator Board of Governors Finance & Procurement sub-committee
Job Type:	Full time; Open Contract

### **MAIN AIMS OF THE POST**

**At Kisiizi Hospital we expect care of patients to be of the highest achievable standard at an affordable cost. Kisiizi is committed to continuous improvement in standards and to continuous learning for all staff and the hospital as a whole.**

The clinical staff cannot achieve these aims without the essential support of everyone else who works at the hospital. Good standards of practice have their own rewards but it is hard work and demanding. In the following paragraphs we set out what is expected of you. In return, Kisiizi will aim to support, encourage and reward those who practice to the best standards.

1. To ensure that all the financial transactions of Kisiizi Hospital remain soundly based and are properly managed to the standards required by Ugandan law and the accounting profession.
2. To provide the Management Committee with relevant, accurate, reliable and timely financial information to enable them to maintain all the activities of the hospital on a sound financial basis.
3. Forward financial planning.
4. As a member of the Management Committee, you will be contributing the corporate decisions of the management of the hospital and may be required to take short-term responsibility for other management duties. You will attend meetings of the Board of Governors and will act as secretary to its Finance & Procurement sub-committee and report to them as required.
5. As a Church of Uganda Hospital, the spiritual life of Kisiizi is vital and you will be encouraged to play an active role in supporting the chaplaincy, services, fellowships and outreach to Patients, the Community and our Staff. You will endeavour to ensure Christian values are uplifted and practiced in all sections of the life of Kisiizi.

### **IMPORTANT RELATIONSHIPS**

The role requires you to maintain effective working relationships with a very wide range of hospital staff, suppliers and stakeholders.

### **PROFESSIONAL**

As a senior manager at Kisiizi Hospital you have professional duties as follows.

1. You shall make the care and safety of patients your first concern and act to protect them from risk.
2. You shall do everything within your power to achieve the aims of the Kisiizi Hospital Mission Statement and to be committed to continuing improvement in standards. You will lead, motivate and encourage your staff and be a role model for them.
3. You shall respect the views of patients, relatives, other staff and the public.
4. You shall promote teamwork and a ‘can do’ approach for finding solutions to problems.
5. You shall ensure that information about patients remains confidential.
6. You shall give other information promptly to anyone entitled to receive it about your work and those whom you manage and your plans for the future.
7. You shall ensure there are good channels of communication between you and those you manage.
8. You shall be honest and act with integrity.
9. You shall safeguard the money and resources of the hospital and deploy the resources available to you in an efficient, effective and timely manner to achieve the best value for money.
10. You shall accept responsibility for your own work and for the performance of the staff you manage.
11. You shall ensure that your staff arrive for work on time and are not absent from the workplace without your permission.
12. You shall ensure that patients and staff are protected from discrimination. You will ensure that favouritism has no place in relations with your staff.

13. You shall investigate complaints, accidents and errors in your area of work promptly, fairly and thoroughly and take action to improve working arrangements and, when appropriate, arrange training/retraining to prevent errors from happening again.
14. You shall ensure your staff have a safe working environment and know the steps they should take to protect themselves from danger.
15. You are responsible for your own professional development and the development of the staff you manage.

## **MANAGERIAL AND ADMINISTRATIVE**

### **Kisiizi Hospital**

1. You will prepare accounts quarterly for presentation to the Board of Governors finance sub-committee and annual accounts for the Hospital in accordance with national regulations and relevant accounting standards' and GAAP.
2. You will evaluate and review annual budgets for each cost-centre to be agreed by the management board as part of an annual business plan.
3. You shall adhere to the financial policies and procedures of the organization. Where appropriate, you will propose changes to accounting policies or internal control procedures to ensure compliance with best practice, good governance and value for money in the use of funds
4. You shall advise the management committee about the financial implications of decisions being considered by them.
5. You shall monitor budgets and present variances monthly to the management committee so that management action can be taken promptly.
6. You shall monitor and control the financial aspects of capital projects.
7. You shall manage the accounts office staff.
8. You shall be responsible for, along with management board members and others, fund raising through churches, individual donors and donor agencies. This includes project proposal writing, as well as ongoing communication and reporting.
9. Prepare financial reports for audit and support the audit process ( both internal and external audit)
10. Ensure full compliance with all Uganda tax laws and regulations

In carrying out these duties, you are encouraged to delegate so as to develop the knowledge, skills and job satisfaction of the staff you manage. You must judge when it is appropriate, and whether they have the willingness, expertise and integrity to accept the work. After a probationary period, you must also judge whether it entitles them to greater rewards and consider how to provide them. You must monitor their performance and obtain regular feedback and you must give them the support they need. You remain accountable for the results.

**Kisiizi Hospital School of Nursing, Kisiizi Hospital Health Insurance Scheme and Kisiizi Hospital Primary School, the Child Sponsorship scheme, Kisiizi Falls tourism, Hope Community Clinic Rwentobo** are all part of the Kisiizi Hospital Management responsibility and you will ensure the accounts for all areas are accurate and up to date.

### **Kisiizi Hospital Power Limited**

You may be elected a Board member of the power company and will play your part in the corporate decisions of the Board, always ensuring that the decisions reached are consistent with the best interests of the Power Company and hospital.

### **PERSONNEL you are responsible, in liaison with the HR co-ordinator, for the personnel function for your staff including**

- Job descriptions
- Recruitment, appointments and staff induction
- Probation assessments and job appraisals
- Grievances and disciplinary matters
- Annual leave, sick and maternity leave
- Duty rotas
- Training and staff development
- Maintaining personnel records.

### **REQUIRED QUALIFICATIONS AND EXPERIENCE**

- Degree in Accounting and Finance or any related field
- An accounting professional qualification having completed all levels( CPA) is an added advantage
- Minimum five (5) years working experience of which three (3) should be an equivalent position.
- Experience in medical setting offers an added advantage
- Leadership experience(Attributes: fairness, assertive, openness and high level of integrity)

### **PROFESSIONAL DEVELOPMENT**

You are expected to participate in continuing professional development.

Your job appraisal will be done with the Medical Superintendent or Deputy Medical Superintendent.

### **ALTERING THE JOB DESCRIPTION**

This job description is intended as a general guide to your duties but cannot cover everything you may be required to do. As circumstances change, you or the Medical Superintendent may wish to change this job description. Whilst you are in post, it can only be done by mutual agreement.

### **TERMS AND CONDITIONS OF SERVICE**

This post is subject to the terms and conditions of service as set by the Board of Governors that are available on request.

### ***How to Apply***

All suitable qualified candidates are encouraged to send their application cover letter, CV and copies of academic documents to;

[hrkisiizihospital@gmail.com](mailto:hrkisiizihospital@gmail.com)

OR,

Hand deliver and addressed to;

THE HUMAN RESOURCE COORDINATOR

C.O.U KISIIZI HOSPITAL

P.O BOX 109

KABALE.

Deadline: 25<sup>th</sup>.October by 5.00pm

*While Kisiizi Hospital appreciates all the interested applicants, only shortlisted candidates will be contacted for interviews. In case you don't hear from C.O.U Kisiizi Hospital for one week after the closing date, please consider yourself unsuccessful. Please note that any form of canvassing will lead to automatic disqualification. Any telephone solicitation will lead to automatic disqualification.*

*Updated Sept 2021 (approved by external auditors)*