



## MINISTRY OF WATER AND ENVIRONMENT

### **TOR for position of Finance Officer, Uganda National Adaptation Plan Project under the Green Climate Fund**

**Position:** Finance Officer, Uganda National Adaptation Plan Project

**Project Title:** Building Capacity to Advance National Adaptation Plan Process in Uganda

**Location:** Kampala, Uganda

**Duration:** 42 Months

#### **1. Context:**

The Government of Uganda, through the Ministry of Water and Environment through the Climate Change Department, has obtained a grant from the Green Climate Fund (GCF) for a three-year project to build capacity to advance a National Adaptation Plan (NAP) process in Uganda

The UN Environment is the Delivery Partner for the project, with the role of supporting and overseeing the project implementation.

The project entitled “Building Capacity to Advance National Adaptation Plan Process in “Uganda” and referred to as “Uganda NAP Project” will be implemented by a small project team headed by a National Coordinator based at the Climate Change Department. The NAP project will support multi-sectoral, medium- to long-term adaptation planning and budgeting in Malawi and promote the integration of climate change adaptation aspects into development policies. Systems for developing and sharing climate risk and vulnerability information will be reinforced, and sustainable financing mechanisms for climate change adaptation initiatives are set to be developed.

#### **2. Objectives:**

Under the supervision of the National NAP Coordinator, the Finance Officer is responsible for executing financial and accounting operations of the "Malawi NAP Project” in a timely manner and in accordance with the GCF Funding Proposal and the Project Cooperation Agreement between the Ministry of Water and Environment and UN Environment.

#### **3. Tasks:**

Under the direct supervision of the National NAP Coordinator, the Financial Officer is responsible for the execution of financial management activities such as maintaining project accounts, undertaking bank reconciliations, preparing quarterly and annual expenditure reports, preparing budget revisions and cash advance requests and prepare budgets for group meetings. The Finance Officer will be based in the Project Management Unit located in the Climate Change Department office, and work in close collaboration with the Climate Change

Department staff and the UN Environment Task Manager. Specifically, the Financial Officer will have the responsibility to:

1. Prepare, in consultation with the National Project Coordinator and the National Designated Authority (NDA) the semi-annual, annual and any other required project budgets and budget revisions in accordance with UN Environment's financial rules, format and accounting requirements;
2. Regularly monitor the financial implementation of the project within the approved budget and in accordance with the provisions of UN Environment and the provisions of the financing agreements;
3. Ensure the smooth implementation of project accounting activities, including (but not limited to): timely and accurate bank reconciliations, invoicing, monitoring of expenditure levels against budget and funding obligations, financial projections and submission of financial reports;
4. Prepare financial reports, analysis, and recommendations concerning relevant financial issues for the project;
5. Maintain accounting records of the project;
6. Arrange and archive accounting records in an appropriate manner in accordance with UN International Accounting Standards and Procedures Manual and the provisions of the Financing Agreements;
7. Carry out the year-end inventory (fixed assets, inventories, depreciation);
8. Prepare and facilitate the conduct of annual project audits, and improve internal control procedures by taking into account audit recommendations;
9. Perform any other tasks assigned by the National NAP Coordinator and the National Director of the Project.

#### **4. Profile required:**

The successful candidate for the Financial Officer position should have the following profile:

- Possess a degree in accounting or any other equivalent degree;
- Have at least five years of professional experience in accounting within a program, project or reference structure,
- Professional experience with the United Nations system will be an added advantage;
- Knowledge and experience in applying procurement processes of Government of Uganda and UN;
- Excellent communication skills in written and oral English;
- Ability to work under pressure, with short lead times;
- Have good computer skills and a good knowledge of Microsoft Office applications and finance software (especially Word, Excel, Outlook, and PowerPoint).

#### **5. Application details**

Interested applicants who meet the requirements stated in these terms of reference should submit a signed application letter, accompanied with copies of degrees and a Curriculum Vitae, no later than 11<sup>th</sup> January, 2024 to:

**Permanent Secretary  
Ministry of Water and Environment  
Luzira P.O. Box 200026**