



VACANCY

Uganda Civil Aviation Authority (UCAA) is a corporate body responsible for the regulation of civil aviation in Uganda. It manages Entebbe International Airport (EIA) and Thirteen (13) other upcountry Aerodromes.

UCAA carries out its work in conformity with the International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs). The Authority now plans to recruit a suitably qualified Ugandan of impeccable integrity and commitment to fill the following position in its establishment as detailed below:

JOB REF: CAA/ADV/EXT/07/2021.

POST: DIRECTOR FINANCE

REPORTS TO: Director General

SALARY LEVEL: Exec 3

VACANCIES: 01

AGE: From 35 to 50 years of Age.

JOB PURPOSE:

To provide leadership in the financial management of the Authority by effective planning, budgeting, accurate financial record keeping, optimizing revenues and providing accurate and timely financial information and reports to Management and the Board.

PRINCIPAL ACCOUNTABILITIES:

1. Strategic business planning and review

- Provides clear focus and direction into the role and function of the organization
- Understands and shares CAA Vision, Mission & Values with the directorate's senior staff and ensures understanding of the same by all Directorate's staff.
- Provides the business with a conceptual planning framework of the external environments in which CAA conducts its business.
- Leads the Authority's financial planning and budgeting and participates in the Business and Master Planning Processes
- Leads the business planning process and initiates the budgeting and approval process

- Ensures that all the Authority's budgets are reviewed and corrective action undertaken timely and within the corporate Governance Charter
- Prepares and presents medium to long-term financial plans based on the Organization's Strategic Plan.
- Prepares tax plans for the Authority.

2. Exercising stewardship over the Authority's assets

- Assumes accountability over all the Authority's assets, whether fixed, movable, current or liquid.
- Liaises with the Administration department regularly to ensure a harmonious, productive and collaborative relationship in matters of asset stewardship.
- Participates in asset planning by making appropriate budget provisions.
- Carries out asset verification exercises annually to ascertain the existence and state of the assets.
- Ensures asset valuation every three years

3. Financial Management Process

- Ensures accurate and timely processing of payments
- Ensures accurate and timely recording of financial transactions.
- Ensures adequate stock levels of consumables and spares at all times.
- Ensures accurate stores records and safety
- Ensures accurate preparation and timely payment of staff salaries and benefits.

4. Financial Reporting, Management and Controls

- Develops and maintains appropriate Financial Policies and Procedures manuals.
- Ensures the timely preparation of accurate and reliable financial and management reports.
- Implements, and enforces Effective Management Accounting Policies Procedures and Processes that ensure achievement of set financial targets including cost control.
- Enforces adequate financial controls to ensure the credibility of financial information.
- Ensures timely production and presentation

of Financial reports that inform business performance

- Initiates and puts in place methods to measure the Financial Performance of the operations.
- Initiates and implements pricing strategies to achieve the organization's revenue and surplus objectives.
- Sets up a system of consolidation of financial reporting from the operating divisions.
- Provides technical financial advice to the operations and facilitates in the operational financial review process.
- Provides the Management and the Board with technical expertise in finance and its impact on the success of the business
- Sets up a financial review process for the Investments which is integrated into the cash flow requirements the Authority.
- Reviews the quality of receivables to control bad debts.
- Advises the Management and/or the Board on all Financial Reports –Statutory and Managerial.
- Sets the Directorate's standards for work performance that highlight quality, quantity, timeliness and strict adherence to the Generally Accepted Accounting Practices and Standards

5. Treasury Management

- Develops and implements effective debt management policies and procedures.
- Ensures effective Credit Control procedures.
- Ensures that operating units have sufficient resources for successful operations.
- Ensures full accountability for all the Authority's revenues.
- Ensures that there are adequate treasury control systems to eliminate losses of cash.
- Ensures that a system is in place to manage and report on cash flow and treasury matters on a regular basis.
- Participate in the development and implementation of Investment policies.
- Manages the Authority's investment portfolio.

6. Capital Financing

- Recommends the appropriate funding structure for the attraction of project finance
- Participates in the negotiations of both

Investments and Divestiture

- Monitors the receipt of funds from the shareholder, donors and other funding agencies and appropriately allocates these resources

7. Human Resources Management

- Attracts, retains, motivates and develops staff that are dedicated to outstanding performance.
- Develops and maintains a structure that facilitates the delivery of the vision of the business through the Finance Directorate.
- Ensures that appropriate calibre of staff that meet all the hiring standards are recruited and deployed to deliver the expected results.
- Implements performance management policies and procedures.
- Quantifies the capability gaps in terms of skills and competencies and implements programs to close the capability gaps.

8. Carries out any other duties that may from time to time be assigned by the Director General and/or the Board.

- Readily accepts all essential ad hoc assignments that the Director General and/or the Senior Management Committee or the Board may from time to time assign.

MINIMUM QUALIFICATIONS / REQUIREMENTS:

1. Must have a Master's Degree in Accounting and Finance or an MBA from an approved, recognized, accredited and reputable University.
2. Must be a member of one of the recognized and accredited professional accounting bodies – ACCA, CPAK, CPA U, CIMA etc.
3. Must have ten (10) years' experience in management of Finance and Accounting Function in a large and reputable Government or business organization at progressively more senior levels; five (5) of the years should be at managerial level.
4. Managerial experience in Aviation would be an added advantage.
5. Knowledge & Skills
 - Must have sound knowledge of computerized Accounting.
 - Must be literate in MS Word, MS Excel, and MS Power Point .

- Must have proven senior level business understanding and skills.
 - Must be cost conscious and able to implement and enforce effective budgetary controls.
 - Must have high level of integrity, with attendant independence and ability to make sound financial decisions.
 - Must be familiar with Government Financial Management regulations.
6. Must be a seasoned People Manager with demonstrable prior experience and success in overseeing Staff productivity and Performance Management.

IMPORTANT TO NOTE:

Should be a person of very high and unquestionable integrity and needless to emphasize any reported cases of questionable integrity both before and after the interview as well as post appointment will lead to his/her cancellation from the process or termination of Employment.

HOW TO APPLY:-

Applications with detailed CV and copies of all academic certificates and transcripts with the job reference number clearly marked at the top left hand corner of the envelope should be sent to the address shown below. Please indicate your (day time) phone contact.

**The Corporation Secretary,
Uganda Civil Aviation Authority (Head Office),
Entebbe International Airport,
P.O. Box 5536, KAMPALA**

It is the duty of the applicant to ensure that his/her application is received by the indicated date and late applications will not be entertained under any circumstances.

To be received not later than **5:00pm** on **19th November, 2021.**

Only shortlisted candidates will be contacted.

UCAA is an equal opportunity employer.