



MARA – RURAL HEALTH CONSORTIUM LIMITED

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Plot 48, Ogwal Ajungu Road, Lira City West Division, Lira City,

Date: 9 June 2026

JOB ADVERT (RE-ADVERTISED)

Job Title: Finance Officer

Duty Station: Lira City, Lira

Employment Time: Full-time

Reports to: Administrative Manager (Primary) / Executive Director (Secondary)

Application Deadline: 26 June 2026

About Us:

MARA-Rural Health Consortium (MARA-RHC) is a foreign Non-Governmental Organization (NGO) licensed by the Uganda Registration Service Bureau and regulated by the National Bureau for NGOs. MARA-RHC is dedicated to improving health in rural areas through conducting research and project management for collaborative projects relating to prevention and treatment of infections and other diseases. We work in partnerships with local health centers, communities and academic institutions to perform research studies in patients, with the goal of improving health in those populations. Our work is grounded in best practices, sustainability, transparency, integrity, collaboration, research and education.

Position Summary

The Finance Officer is responsible for managing the organization's finance and accounting work processes, including budgeting, reconciliation, procurement, financial transaction processes, maintaining accurate books of account, and preparing timely financial reports for different stakeholders including partners, donors, auditors and regulatory authorities, within approved accounting standards and MARA's policies and procedures. The role also ensures compliance with regulatory standards and donor requirements, while engaging in effective collaboration with program teams, administrative units, and external stakeholders to support coordinated financial management.

This is a leadership role. The Finance Officer will be expected to guide junior finance staff, take ownership of the entire accounting function, and provide strategic financial advice to management.

Key Responsibilities

1. Financial Planning, Budgeting and Reporting

- Develop and manage annual budgets and financial forecasts.
- Work with project teams to develop costed work plans for projects.
- Monitor expenditures and ensure alignment with approved budgets; prepare periodic tracking reports for various stakeholders/projects.
- Carry out monthly review of financial performance of projects and advise responsible teams/departments (HR, programs, etc.) accordingly.
- Provide financial guidance to program and senior management teams.
- Risk Management – identify financial risks and mitigation strategies to strengthen financial strategic goals and values.

- Support or oversee payroll processing in partnership with HR.
- Review and approve staff expenses and reimbursements.
- Prepare timely and accurate monthly, quarterly, and annual financial reports.
- Maintain up-to-date financial records and documentation.

2. Accounting & Financial Management

- Participate in day-to-day financial transactions including invoicing, payments, and other related transactions.
- Maintain up-to-date records of financial transactions in the Financial Management System (**QuickBooks – mandatory**).
- Perform bank and cash reconciliations and general ledger reviews; accurately post all financial transactions on a daily/monthly basis in QuickBooks.
- Process payment requisitions and corresponding payment vouchers; follow up the approval process to ensure timely payments.
- File all financial records in accordance with approved procedures.

3. Compliance and Audit

- Ensure compliance with financial policies, regulations, and standards (e.g., tax laws and statutory compliance in Uganda).
- Support internal and external audits.
- Maintain effective internal controls to safeguard assets.

Mandatory Requirements (Experience is a Must)

Candidates who do not meet **all** of the following will not be considered:

Requirements	Details
Education	Bachelor's degree in finance, Accounting, Business Administration, Economics or related field.
Experience	A minimum of 5 years of relevant accounting/finance experience (3-5 years is not sufficient for this re-advertised role). Experience is non-negotiable .
QuickBooks Expertise	Advanced proficiency in QuickBooks (desktop and/or online) is mandatory . You will be required to demonstrate this during the interview.
NGO Experience	Previous work experience in a non-profit, NGO, healthcare, or research setting is required. Familiarity with grant and donor reporting requirements (e.g., USAID, EU, UN, Global Fund) is essential.
Leadership Role	Proven experience leading or supervising a finance team (e.g., as a Senior Accountant, Finance Officer leading junior staff, or Team Lead). You must provide examples of having guided and reviewed the work of others.
Other	• Strong analytical and problem-solving skills; high attention to detail and accuracy. • High level of integrity, confidentiality, and accountability. • Strong communication and reporting skills.

Preferred Qualifications

- A Master's degree and a completed or partial professional qualification (e.g., CPA (U), ACCA), plus membership in a recognized accounting body, are added advantages.
- Excellent organizational and time management skills.

- Ability to work independently and collaboratively.
- Adaptability.

How to Apply

Interested candidates should send their applications to **mararhc2022@gmail.com**.

Please submit:

- A cover letter (clearly stating your **QuickBooks proficiency, NGO experience, and leadership role examples**)
- A detailed CV
- Academic certificates and transcripts
- Contact information for three professional referees

Application Deadline: 26 June 2026

Subject line: *Finance Officer Application – [Your Full Name]*

Only shortlisted candidates will be contacted.