

# BUSINESS MANAGER

## JOB DESCRIPTION

**Title:** Business Manager

**Summary:** The Business Manager is responsible to ensure financial integrity of the programs in Uganda through certifying that all staff, accountants and the Bursar maintain accurate record keeps and conducts regularly schedule audits of all accounts and financial statements.

**Reports To:** Country Director

**Direct Reports:** Accountants

**Budgetary Responsibility:** \$800,000 USD

**Primary Responsibilities:**

Simone's Kids Program support:

- Responsible for assisting in maintaining the organizations NGO status in Uganda and in the renewal of the organizations NGO certificate process.
- Responsible for maintaining consistent and clear communication between Uganda and the USA based team with regards to budgets, financial statements and financial updates.

**Budgetary Responsibilities:**

- Responsible for quarterly review and maintenance of appropriate bank account approvers and check writers on all Simone's Kids accounts.
- Works with Country Director to receive, review, correct, approve or deny teachers and department heads budgetary requests and requisitions in accordance with the annual organizational budgets.
- Responsible for overseeing and enforcing the collection of school fees from non-Simone's Kids Scholarship Students, including approval or denial of parental requests for extending fee payment deadlines.
- Works with Country Director to monitor and approve or deny high school facilities and operating expenses requests in accordance with the annual organizational budgets.
- Reviews expense receipts submitted by staff and department heads and works with Bursar to produce and review and audit monthly accounting reports.
- Responsible to review and approve monthly payroll and wages report prior to electronic payments being released.
- Is an active signatory for both Simone's Kids account and High School bank account and provides final level approval for budgetary requests in accordance with the annual organizational budgets.
- Responsible for assigning bank deposits or requested and approved withdrawals to either the Director or the Director of Programs.
- Responsible for creating and reporting any financial information requested by the Country Director or the President.

**Requirements:**

- An Associate or Undergraduate degree in Accounting or Finance - Bachelor's degree and/or requisite experience in the field.
- This role will reside in Uganda and local candidates are strongly preferred.
- Proficiency in knowledge and usage of Microsoft Windows, Microsoft Office, Microsoft Excel, QuickBooks and general computer literacy.
- Develops and effectively uses networks, inside and outside the organization, to expand organizational reach and impact
- Excellent verbal and written communication skills in English
- Excellent organizational skills.
- A demonstrated commitment to faith in Christ and the principles of Christian education
- Whole-hearted and enthusiastic support of Simone's Kids mission and vision.

**Not Included:**

- Rent, utilities, other related room, board and cost of living expenses
- Individual is responsible for raising their own funds to support themselves (and their family, if applicable). This can be done through the Simone's Kids organization and funds will be received via a monthly payroll direct deposit.
- It is required to raise sufficient support before beginning the role. The recommended amount of support depends on family size and financial needs.
- This role is a contractor position and therefore income taxes are not paid by Simone's Kids on this role's earnings.
- Payment for work visa, vaccinations, passports, medical insurance, transportation costs, food, etc.