

Job Description

Position:	Country Finance Manager
Reports To:	Country Finance Director
Positions Managed:	Finance Officer(s)/Finance Assistant(s)
Location:	Kampala
Country Program/Sector:	WCS Uganda Program
Position Type:	Full-time
Scope/Capacity:	Country
Coordinate with:	Country Management team, finance team, Country Procurement & Logistics Manager, Country HR Manager, Finance networks in the country.

About Wildlife Conservation Society (WCS):

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

About the Country Finance Manager

Provides leadership and oversight of accounting, treasury, and internal financial control functions within the Country Program. Ensures accuracy and completeness of financial records, compliance with WCS policies, donor regulations, and local statutory requirements. The role directly supervises accounting staff, supports audits, and provides timely, reliable financial data to inform management decisions.

Major Responsibilities

Accounting & Financial Management

- Supervise daily accounting operations, ensuring accuracy and completeness of entries, vouchers, invoices, payroll, and reconciliations in line with GAAP, WCS policies, and donor requirements.
- Lead preparation and submission of monthly and year-end financial files, ensuring timely and accurate balance sheet reconciliations with complete documentation.
- Manage treasury functions, including cash and bank reconciliations, cash counts, liquidity monitoring, and verification of authorisation and documentation for all expenditures.
- Maintain and strengthen internal control systems to safeguard assets and ensure the integrity of all financial transactions.
- Ensure all accounting files are properly organised, documented, and auditable.
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Compliance & Audit

- Ensure compliance with WCS financial policies, donor agreements, procurement rules, tax laws, payroll regulations, and national statutory requirements.
- Conduct weekly petty cash verification for the country office.
- Coordinate and support annual audits, internal audits, and grant-specific audits, ensuring timely provision of documentation and implementation of audit recommendations.
- Maintain an accurate, organized filing system for financial documents to ensure full audit readiness.

Financial Reporting & Support

- Review and validate financial data in SAP (or equivalent ERP), ensuring correct coding for grants, projects, accounts, and cost centers.
- Provide accurate, timely financial data, reconciliations, and analyses to the Country Finance Director for internal and donor reporting.
- Contribute to donor financial reports by providing high-quality financial inputs and ensuring consistency with project records.

Team Leadership & Capacity Building

- Supervise and mentor accountants, cashiers, and finance assistants; assign responsibilities, review work quality, and conduct performance appraisals.
- Train finance staff on WCS policies, internal controls, donor compliance, and financial system use to ensure accuracy and timely delivery of financial tasks.
- Promote a culture of accountability, transparency, and continuous improvement within the finance team.
- Foster effective communication and collaboration with program, grants, logistics, and HR teams.

Field Office Support

- Provide regular guidance and oversight to field office finance staff, ensuring proper application of WCS financial procedures.
- Conduct periodic field visits to review transactions, provide training, strengthen internal controls, and ensure compliance with WCS, donor, and statutory requirements.
- Ensure consistency of financial practices between the country office and field offices
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Minimum Requirements and Job Skills:

- Advanced degree preferred in Finance, Accounting, Business Administration, Economics, or a related field. Professional certification (CPA, ACCA, CIMA) is an added advantage.
- Minimum 07 years of professional experience in financial management, accounting, or auditing, ideally within donor-funded or international non-profit programs.
- At least 05 years of supervisory experience, including direct management and mentoring of finance staff.
- Strong understanding of donor rules and regulations (e.g., EU, FCDO, UN agencies, AFD, NORAD, Foundations).
- Demonstrated experience with ERP/accounting systems (SAP preferred) and strong proficiency in Microsoft Excel.
- Ability to analyze financial data, identify risks, and prepare clear and coherent financial reports.
- Strong organizational skills and ability to manage multiple priorities under tight deadlines.
- Willingness to undertake regular travel to field offices.
- Ability to work independently, exercise sound judgment, and operate effectively in a multicultural setting.
- Fluency in English required;
- Commitment to the mission, values, and ethical standards of the Wildlife Conservation Society.

Additional Requirements:

- Approximately 30%-40% of travel to the field offices

WCS is an equal opportunity employer and complies with all employment and labour laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value.

The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate against employment based on age, colour, disability, gender identity, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations

How to apply:

Please send a cover letter, CV and at least three references (with contact information including phone numbers) sent as **one PDF document** by email, clearly indicating “**the job title**” in the subject to wcsuganda@wcs.org and copy to snampindo@wcs.org by **March 20, 2026**. Only shortlisted candidates will be contacted. Full description of the vacancies can be accessed on our website: <https://uganda.wcs.org/Opportunities>

Disclaimer: This position is associated with a donor-funded conservation project that is currently pending final grant approval. While WCS is initiating the recruitment process in anticipation of funding, any offer of employment will be contingent upon formal grant approval and confirmation of funds. The projected start date may be adjusted accordingly.

WCS reserves the right to modify or withdraw this recruitment process should funding not be secured.