



JOB ADVERT: Project Finance Officer

Job Title: Project Finance Officer

Reports to: Finance Director

Location: Kampala

Supervises: Finance Assistants (where applicable)

Contract Type: 5 Years

MIFUMI is seeking a diligent and detail-oriented **Project Finance Officer** to support financial management across our donor-funded programmes. The role ensures **accurate budgeting, expenditure tracking, compliance, and financial reporting** in line with donor requirements.

1. Key Responsibilities:

- Prepare monthly, quarterly, and annual project financial reports.
- Track expenditures, monitor burn rate, and support budget realignments.
- Review and validate supporting documents, procurement files, and activity budgets.
- Ensure compliance with donor rules, internal controls, and audit standards.
- Support financial analysis, forecasting, and documentation for programme teams.
- Maintain organised financial records and support external and internal audits.

2. Required Qualifications

Education

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- Professional certification (CPA, ACCA) is an added advantage.

Experience

- Minimum 3 years' experience in NGO project finance.
- Experience working with donor-funded projects.
- Experience with accounting software (QuickBooks, Tally, ERP systems).

Skills & Competencies

- Strong understanding of donor compliance and financial regulations.
- Excellent budgeting, forecasting, and financial analysis skills.

- High attention to detail and accuracy.
- Strong interpersonal and communication skills.
- Ability to work under pressure and meet deadlines.
- Integrity, accountability, and commitment to safeguarding and do-no-harm principles.

4. Key Behaviours

- Upholds organisational values of transparency, accountability, and respect.
- Demonstrates ethical financial stewardship.
- Proactive problem-solver with strong analytical skills.
- Collaborative and supportive to programme teams.
- Maintains confidentiality and professionalism.

Project Finance Officer – Job Description

1. Role Purpose

The **Project Finance Officer (PFO)** ensures strong financial management, accountability, and compliance for project funds. They lead budgeting, expenditure tracking, financial reporting, and internal controls, ensuring that project resources are used efficiently and in line with donor and organisational requirements. The role sits at the intersection of **programme delivery** and **finance**, enabling timely, accurate, and compliant implementation.

2. Key Responsibilities

A. Financial Planning & Budget Management

- Support development of annual and quarterly project budgets.
- Ensure budgets align with workplans, procurement plans, and donor requirements.
- Monitor expenditure against budget lines and flag variances early.
- Prepare monthly cash forecasts and ensure funds availability for activities.
- Support budget revisions and re-alignments.

B. Donor Compliance & Financial Reporting

- Ensure all expenditures comply with donor.
- Maintain complete documentation for audits and donor verification.
- Prepare monthly, quarterly, and annual financial reports.
- Ensure correct application of cost allocations, shared costs, and indirect costs.
- Support donor spot checks and external audits.

C. Expenditure Monitoring & Transaction Review

- Review requisitions, activity budgets, and payment requests for accuracy and eligibility.
- Verify supporting documents (receipts, attendance lists, procurement files).
- Ensure correct coding of expenses to the right project budget lines.
- Track burn rate and advise programme teams on spending adjustments.

- Maintain up-to-date financial trackers.

D. Procurement & Asset Management Support

- Work with procurement teams to ensure compliance with procurement policies.
- Review procurement plans and confirm budget availability.
- Support value-for-money assessments.
- Track project assets and inventory.

E. Internal Controls & Risk Management

- Enforce financial policies and internal controls at project level.
- Identify financial risks (fraud, overspending, ineligible costs).
- Support mitigation measures and corrective actions.
- Ensure segregation of duties and proper documentation.

F. Support to Programme Teams

- Train programme staff on budgeting, compliance, and financial procedures.
- Provide guidance on allowable costs and procurement rules.
- Participate in project review meetings and provide financial insights.
- Translate financial data into actionable recommendations for programme managers.

G. Coordination with Finance Department

- Liaise with the central finance team on payments, reconciliations, and reporting.
- Ensure project financial data is integrated into organisational accounts.
- Support preparation of organisational financial statements related to the project.
- Ensure timely submission of financial documentation.

If you are committed to **accountability, transparency, and strengthening financial stewardship** in programmes that advance gender equality, we encourage you to apply.

Please deliver a CV and a one-page expression of interest indicating Information about yourself and what you are currently doing, your interest in the job, and why you believe you are uniquely qualified to do the job.

Expression of interest must be remitted not later than Friday, 7th August 2026, to hr@mifumi.org

The shortlisted candidate should be available to start immediately

Management, MIFUMI.