



**POSITION:**

**Business and Finance Manager**

Status: Full time; Contract  
Location: Karuma, Uganda  
Reports to: Executive Director - USA

**DESCRIPTION:**

Restoration Gateway exists to join Christ in restoring peace and healing wounds among the vulnerable children and war-torn people of northern Uganda.

700 acres of land overlooking the Nile River is being developed into a holistic, reproducible community through:

- Orphan care and education
- Medical and dental care
- Empowerment of Ugandans
- Ministry to the church in Uganda

**PURPOSE:**

In partnership with the Executive Director and the Board of Directors of the USA office, the Business and Finance Manager will be responsible for achieving the financial objectives of the USA Board of Directors in support of the vision of Restoration Gateway Uganda. The candidate will oversee the field office of Restoration Gateway USA, providing cash management for Restoration Gateway Uganda.

**RESPONSIBILITIES:**

***Finance***

***Primary financial responsibilities include but are not limited to the following:***

- Oversee daily transactional input with a view toward overall financial accountability
- Oversee spending compliance to approved departmental and project budgets
- Leads the development of the annual operating budget, insuring financial plans are consistent with the organization's financial objectives
- Train departmental budget holders, finance & support staff to manage all moneys as designated using the full range of options available in QuickBooks in a very timely manner
- Allocating Withdrawals & Deposits – Management and receipting with complete details
- Communication / Accountability with Executive Director at Ugandan location
- Uganda funds transfer, expense tracking & cross checking – Improving levels of security
- Manage Day to Day paperwork & record in QuickBooks; create invoices & receipts
- Payroll Support and Payments; Bill Payment and Account Management
- Accounting Review and Analysis, Audit for required allocation of designated resources
- Account Entry and Balance in QuickBooks (Coding)
- Ensures monthly compliance with all statutory deductions like NSSF & PAYE
- Be the first point of contact and manage bank accounts
- Other duties may be assigned.

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*"Violence shall no longer be heard in your land, neither wasting nor destruction within your borders; but you shall call your walls Salvation, and your gates Praise." Isaiah 60:18*

## **Administrative**

### **Primary administrative responsibilities include but are not limited to the following:**

- Management of Bank Accounts and relationships / Board Support on a day to day basis
- Encourage & expect each department to track their own expenses
- Oversee updating and documenting processing and procedures
- Oversee filing and storage of documents; Assist in IT support and website updates
- Oversee QuickBooks management and reports
- Assist in Staff / Volunteer hiring and management of accounting assistants
- Oversee professional relationship management

## **QUALIFICATIONS:**

### **Minimum Education and Experience**

- Bachelor's degree in Finance, Accounting or related field. MBA, CPA, or CMA preferred
- Minimum 8-10 years finance/accounting experience, which includes previous management experience.
- 2 years' experience in non-profit or missions activities
- 2 years' experience QuickBooks, preferred
- Strong computer skills with proficiency in Excel, PowerPoint and Word
- High degree of curiosity, strong detail orientation, analytical and organization skills are essential

### **Knowledge, Skills and Abilities**

A successful candidate will be expected to demonstrate the following:

- Acceptance with Restoration Gateway's Statement of Faith
- Knowledge and acceptance of ECFA standards for fundraising by Christian non-profits
- An active Christian faith
- Be trustworthy. Stewarding organizational resources well and with integrity
- Ownership of the vision and mission of Restoration Gateway
- High level of integrity and dependability with a strong sense of urgency and results-orientation
- Strong attention to detail and accuracy, the ability to prioritize and organize multiple projects, meet deadlines, problem-solve and multi-task
- Exceptional people skills
- Ability to maintain confidential information
- Proven leadership and management capabilities
- Strong verbal communications skills and ability to write clearly and persuasively
- Ability to think strategically
- Familiarity with web based communication
- Experience working with Churches or Christian non-profits
- Experience working with medical community
- Capacity to grow as organization grows

### **Working Conditions**

The work environment involves living in a remote location in northern Uganda and working in an office setting, but includes some local travel and occasional out of town travel.

The aforementioned statements are not intended to encompass all functions and qualifications of the position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be asked to perform tasks not specifically addressed in this job description.

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