



Making Land Work For Us All

LAND AND EQUITY MOVEMENT IN UGANDA (LEMU)

JOB ADVERTISEMENT

10th December, 2025.

Position: Finance and Administrative Manager (FAM)

About LEMU

Land and Equity Movement in Uganda (LEMU) is a national NGO formed in 2003, with its work focused on recognition and protection of Land Rights under Customary Tenure in Uganda. Based on grounded action and research since 2003, LEMU has over the years engaged relevant stakeholders (State, non-State, traditional institutions and academia) to identify dynamics of socio-political and cultural issues that make customary land tenure rights vulnerable, and worked collectively with these stakeholders to devise solutions that ensure that customary land owners retain their land, which is the basis of their livelihoods and sustainability.

Besides being rooted in the local realities of land struggles in Uganda, LEMU's work has shaped National Policy formulation and international dialogues and narratives around the politics of land governance. LEMU's offices are located in Kampala/Wakiso, Soroti and Apac districts but its work covers the regions of Lango, Teso, Acholi, Karamoja, Bunyoro, West Nile and at the National Level. LEMU is looking for a Finance and Administrative Manager who will steer Financial and Administrative Management aspects of its work. Visit www.land-in-uganda.org for more details about LEMU's work.

JOB TITLE: FINANCE AND ADMINISTRATIVE MANAGER

REPORTING TO: EXECUTIVE DIRECTOR

RESPONSIBLE FOR: Finance Officer/Assistant, Administrative officer/assistant, Support Staff, Security guards, cleaners, volunteers and student interns in the finance department.

PURPOSE OF THE JOB: To contribute to the efficient and effective financial management of LEMU programmes; to be a key member of LEMU country management team and as such, to work under the supervision of the Executive Director and to be responsible for overall implementation and review of LEMU's finance and all related policies.

LOCATION: LEMU Secretariat, Kampala

JOB RESPONSIBILITIES

1. Finance and Logistical management

- Oversee implementation and review of LEMU finance, procurement and logistics and finance related policies and procedures and design systems for their implementation.
- Represent LEMU to the Board of Directors and to Donors with regards to Financial Management issues.
- Preparing financial reports for occasional internal and Annual External Audits and facilitate the audit process.
- Preparing financial reports of LEMU for presentation to the Board of Directors and Donors in a timely manner.

- Managing in a timely manner, Donor contracts' reporting dates, reconciling grant balances and producing Donor financial reports.
- Producing monthly grant balances and preparation of cash flow statement for all donors for effective monitoring and implement by the programme team.
- Put in place internal control measures including arranging for internal audit, with the support of the Treasurer and an external consultant where necessary.
- Identify and minimize risks involved in spending LEMU's funds and propose solutions to risks identified.
- Train finance volunteers and new finance staff in LEMU finance systems.
- Put in place a system for monitoring delivery of cheques after they are signed.
- Organize staff and Donor finance meetings and present up to date finance report of LEMU.
- Overseeing the processing, disbursements and accountability of all the floats and petty cash in the offices and with programme staff.
- Prepare monthly bank reconciliations of LEMU bank Accounts
- Prepare monthly staff payroll and ensure that staff on the payroll are paid as per valid contracts.
- Prepare financial management reports and ensure that all financial reporting deadlines are met.
- Managing transfer of Donor funds and guard against risk of LEMU losing funds as a result of funds transfer.
- Setting up finance monitoring systems and training LEMU staff to implement them.
- Post LEMU's financial transactions into quick books and generate necessary financial reports when required by LEMU management.
- Ensure all LEMU expenditures are within approved grant budgets.
- Ensure all staff adhere to LEMU's finance and logistics policies.
- Review accountabilities for all floats and petty cash, preparing journal vouchers and posting journal vouchers in quick books.
- Ensure LEMU RESERVE, VPPRR funds and donor funds not immediately necessary for expenditure are fixed for better interest gains.
- Ensure staff are insured (for medical cover and workman compensation)
- Ensure all audit issues raised in the audit management letter are implemented.
- Be an agent for LEMU Bank Accounts

2. Administration

- Maintain communications with field staff and Kampala staff including but not limited to money request, grant requests, procurement requests, etc.
- Manage some finance related correspondences (mainly letters) for the Executive Director, whenever necessary, but in consultation with the Executive Director.

3. Human Resource

- Participate in recruitment of staff from advertising the position to training and support the Administrative/HR Officer to ensure there is staff motivation, trainings, and performance assessments.
- Participate in preparing the Job Description of the staff in the finance department and ensure the job description is up to date and matches LEMU's context.
- Identify training needs of staff in the Finance department and ensure that the budget allocations cover staff training needs.
- Supervise Finance/Administrative officer/assistants, volunteers and interns in finance department to ensure delivery on key performance indicators.
- Oversee the financial and administrative related issues in all the LEMU field offices.
- Train all the staff in LEMU finance, logistics and procurement procedures, practices and systems.

4. Representing LEMU

- Managing Donor relations including answering all finance related questions, managing contracts to ensure LEMU complies with the grant conditions of Donor contracts.
- Attend all finance related and advocacy meetings on behalf of LEMU and ensure other staff has access to the information.
- Participate in setting LEMU's activity and financial targets, objectives and monitoring processes.
- Prepare for and participate in own support and supervision sessions and appraisals.
- Attend and participate in staff meetings and other working group as required
- Identify own learning goals and with the Executive Director and agree, implement and monitor learning activities.
- Adhere to LEMU's values including; equity, transparency, voluntarism, humanity, respect for cultural institutions, dialogue, accountability, honesty, integrity, disability, gender and HIV sensitivity and to actively promote their application amongst and portray a positive image on LEMU in and outside the working environment.

5. Strategic management and sustainability

- Identify gaps and risks in LEMU overall finance, logistics and procurement policies and systems and recommend solutions for managing the risk.
- Coordinate LEMU's relations with banks and ensure LEMU is awarded good interest rates when foreign funds are transferred to shillings and ensure funds are periodically fixed to enable LEMU grow interest from donor funds.

- Draw budgets for LEMU Core costs to enable LEMU keep Reserve funds for LEMU institutional management and growth.
- Lead the preparation of Annual budgets and work plans for Approval by the Board.

6. Person Qualification

The post holder will be a qualified Ugandan, with the following attributes:

- Education: A Bachelors degree in Finance and Accounting, Business Administration, Bachelor of Arts in Economics or any related field.
- A professional accountant certified by CPA or ACCA
- At least five (5) years of experience working in the finance department of an NGO.
- At least three (3) years' experience in a finance management role
- Strong background in resource mobilization and budgeting
- Good rapport with stakeholders including Governments and Donors
- Proven knowledge and skills in application of Quick Books Accounting system
- Proven and Developed computer skills in word processing, spreadsheets and PowerPoint.
- Proven knowledge and skills in other relevant accounting systems
- Ability to drive, with a valid driving permit is an added advantage
- Integrity, honesty and transparency are key values
- Good communication and inter-personal skills
- Ability to work effectively in a culturally diverse organization and with a good team spirit

7. TERMS AND ONDITIONS

- One year, renewable based on performance and availability of funds

8. APPLICATION PROCESS

Application Process: Interested applicants are invited to submit their application documents via email at info@land-in-uganda.org . Applicants should submit an up-to-date curriculum vitae (Maximum 6 pages), a cover letter and names/contacts of three referees. DO NOT attach academic papers. Applications should be submitted by 10th January 2026. All correspondence should be addressed to the Executive Director, with clear indication of the position being applied for in the email title. Only shortlisted applicants will be contacted for interviews.