

Job Opportunity

Date: 04th August 2026

Background:

The African Field Epidemiology Network (AFENET) is a not-for-profit networking alliance and service organization that brings together Field Epidemiology Training Programs (FETPs) across Africa, working side by side with Ministries of Health, regional and international partners. AFENET works to strengthen the epidemiology and disease surveillance capabilities of African countries, which are critical to meeting the requirements of the Integrated Disease Surveillance and Response (IDSR) strategy and the International Health Regulations (IHR). AFENET is seeking to recruit a highly qualified and experienced person to serve in the position below:

Job Title:	Head of Finance
Department:	Finance
Location/Workstation:	AFENET Secretariat - Kampala, Uganda
Reports to:	Director, AFENET
No. of Vacancies:	One (1) Position

Job Purpose:

Provide strategic leadership and oversight for AFENET's financial management, accounting, budgeting, grants management, resource mobilization support, donor reporting, risk management and compliance functions. The Head of Finance will ensure sound financial stewardship, effective internal controls, timely and accurate reporting to management, the Board and donors, and compliance with applicable laws, donor requirements, accounting standards and AFENET policies.

Key Responsibilities / Duties / Tasks

- Provide strategic leadership for AFENET's finance function, including financial management, accounting, budgeting, grants management, donor reporting, compliance, risk management and internal controls.
- Develop, review and oversee implementation of financial management policies, procedures and systems in line with AFENET's strategic plan, approved policies, donor requirements, accounting standards and applicable laws and regulations.
- Lead the preparation of financial plans, annual budgets, forecasts and cash-flow projections aligned with AFENET's strategic and operational priorities, and monitor performance against approved budgets and plans.

- Coordinate and oversee the budget preparation, approval, implementation and monitoring processes across AFENET programmes, projects, sub-regional offices and country offices.
- Prepare, analyze and interpret financial and non-financial performance information, including comparative results and key performance indicators, to support timely management, Board and donor decision-making.
- Support resource mobilization efforts by providing financial analysis, budget inputs, cost projections and compliance guidance for grant proposals and other funding opportunities.
- Oversee fund management operations to ensure that funds are budgeted, disbursed, accounted for and reported in accordance with donor agreements, applicable regulations, accounting standards and AFENET policies.
- Coordinate the preparation of financial statements, donor reports, management reports, special analyses and presentations for Management, the Board of Directors and other relevant stakeholders.
- Lead financial risk assessments, investment analyses and related reporting to support prudent financial management and informed decision-making by Management and the Board.
- Coordinate external audits by ensuring timely preparation of audit schedules, documentation and management responses, and follow up on implementation of agreed audit recommendations.
- Coordinate with internal auditors and management to strengthen internal controls, risk management, governance processes and implementation of corrective actions arising from audits and reviews.
- Oversee the effective operation and continuous improvement of financial and management information systems, including the roll-out and use of SUN Systems across AFENET sub-regional and country offices.
- Provide financial oversight, advice and support for AFENET's partnerships and projects, ensuring sound financial administration, compliance and accountability.
- Build the capacity of finance staff, programme teams and partners in budget development, financial reporting, grants monitoring, compliance and financial accountability.
- Lead, coach, supervise and develop the finance and accounting team to promote high performance, professionalism, accountability and continuous improvement.

Academic Qualifications

- A Bachelor's degree in Finance, Accounting, Commerce, Business Administration or a related field from a recognized institution is required.
- A Master's degree in Finance, Accounting, Business Administration, Management or a related field from a recognized institution is required.

Professional Qualifications / Membership in Professional Bodies

The candidate must hold a relevant professional accounting qualification and be a member in good standing of a recognized professional accounting body, such as ACCA, CPA, CIMA or an equivalent professional accounting body.

Work Experience:

Ten (10) years of working experience in serving in a similar position in a reputable Organization preferably an NGO, five (5) years of which are at managerial level

Required Skills and abilities

- Expertise in finance and accounting, plus proven project management skills.
- Strong Financial planning and management skills
- Analytical approach to work and ability to make quick but balanced decisions.
- Strong attention to detail and an investigative initiative.
- Able to work as part of a team and to build strong working relationships.
- Proficiency in Computer Financial Applications

Remuneration and Benefits: A competitive remuneration and benefits will be offered to the successful candidate

Application Process

Interested candidates should submit their application letters and Curriculum Vitae detailing their academic qualifications, experience and skills and attach copies of relevant academic and professional certificates together with three references to:

The Human Resource Office, African Field Epidemiology Network (AFENET).

<https://recruitment.afenet.net> and a copy on Email: sec@afenet.net by Friday, September 04, 2026, by close of business 5:30 pm (East Africa Time).

Please note ONLY successful candidates shall be contacted for interview