TERMS OF REFERENCE (TOR)
Finance and Grants Unit Junior Consultant

Background

aBi Finance supports strengthening of financial institutions by providing matching grants for Financial Services Development (FSD)/ Business Development Services (BDS), Lines of Credit (LoCs) to Financial Institutions for lending to agribusinesses, and an Agribusiness Guarantee (AG) scheme.

The overall strategic objective of the aBi Finance Business Plan 2024-2028 is to drive inclusive and sustainable growth in Ugandan agriculture, building successful track record of providing wholesale capital to financial intermediaries. The strategy is aligned with three result areas:

Result 1: Increased access of smallholder farmers and agribusinesses to green financial products to enhance climate change resilience.

Result 2: Improved financial inclusion for smallholder farmers (incl. women, youth, refugees, and North & Eastern regions) and agribusinesses.

Result 3: Enhanced efficiency, and effectiveness of aBi Finance and Partner Financial Institutions to deliver sustainable and inclusive agribusiness finance.

1. Objectives of the assignment

To provide support to the Finance and Grants Unit in order to strengthen operational effectiveness and efficiency in the implementation of activities and achievement of the unit's 2026 objectives.

2. Scope of work and expected output

The Finance and Grants consultant shall support the Finance and Grants Unit and will be responsible for, but not limited to, the following tasks:

Grants Management Support

- Conduct first-level reviews of accountabilities submitted by Implementing Partners (IPs).
- Follow up with and support Implementing Partners to ensure timely submission of quarterly reports through the Grants Management System (GMS).
- Update expenditure and disbursement schedules for Implementing Partners.
- Conduct monitoring activities and field visits to Implementing Partners, where required.
- Scan, archive, and maintain accountability documentation following review and approval.
- Support external audit exercises by retrieving, organizing, and sharing supporting documentation.
- Ensure grant-related documentation is filed according to aBi Finance procedures.

Records and Document Management

- Organize physical and electronic files to ensure easy retrieval and accessibility.
- Archive outdated files in accordance with records management procedures.
- File all documents within one week of generation or receipt.
- Review documents for completeness and stamp them to confirm readiness for filing.
- Retrieve documents upon request, make copies where necessary, and ensure their proper return to the designated filing location.

Core Finance Support

- Support the preparation of quarterly expenditure reports for review by the Finance Manager.
- Raise Payment Vouchers in the Dynamics 365 Business Central accounting system.
- Compile monthly Withholding Tax (WHT) and Value Added Tax (VAT) schedules and prepare supporting files for URA return submissions.
- Generate WHT certificates from the URA portal and follow up with Financial Institutions regarding outstanding WHT remittances and certificate issuance.
- Reconcile vendor balances to the trial balance monthly.
- Reconcile staff imprest balances monthly and follow up on outstanding accountabilities.
- Prepare monthly cash reports.
- Review the general ledger to ensure accuracy of activity codes and reasonableness of account balances.
- Review accountabilities submitted in respect of cash advances.

Other Duties

- Provide document management and other support during the audit process, tax health check, due diligences etc
- Perform any other duties assigned by the Finance Manager and/or Head of Finance.

3. Deliverables

The Finance and Grants consultant is expected to deliver:

- Timely review of Implementing Partner accountabilities.
- Updated expenditure and disbursement schedules.
- Accurate monthly reconciliations and cash reports.
- Properly maintained and archived finance and grants documentation.
- Timely support to audits and compliance-related activities.
- Improved timeliness of partner reporting through the GMS.

4. Duration of Assignment

The assignment shall be undertaken over a period of twelve (12) months, with intermittent breaks, and the consultant shall be engaged from time to time as the need arises.

5. Reporting Line

The Finance and Grants consultant shall report directly to the Finance Manager.

7. Qualifications and Experience

The successful candidate should possess:

- A bachelor's degree in accounting, Finance, Business Administration, Commerce, or a related field preferably with a first-class degree.
- A minimum of at least two year's relevant experience in finance, grants management, accounting, or donor-funded project environments.
- Knowledge of donor-funded project financial management processes will be an added advantage.
- Proficiency in Microsoft Excel and accounting systems; experience with Dynamics 365 Business Central is desirable.
- Strong organizational, analytical, and document management skills.
- Ability to manage multiple assignments and meet deadlines with minimal supervision.
- Good interpersonal and communication skills.

Evaluation Criteria.

Technical			
Qualification	A bachelor's degree in accounting, Finance, Business Administration, Commerce, or a related field preferably with a first-class degree.	**Attach Academic Documents**	**40%**
Experience	A minimum of at least two year's relevant experience in finance, grants management, accounting, or donor-funded project environments	**Attach details CV with appointment letters,** Contracts **or recommendations**	**30%**
Financial			
Financial	Please Indicate your expected daily rate inclusive of 6% WHT	**Indicate the rate in your CV**	**30%**
Grant Total			**100**

NB Please note that the pass mark for technical is **46/70.**

All proposals should be addressed to the **Procurement Manager, aBi Finance Limited clearly indicating when you can start on the assignment** and submitted via **procurement@abi.co.ug** not later than **28 August 2026**.