

Finance Fellow || Terms of Reference (ToR)

Position Title: Finance Fellow

Reporting To: Finance & Operations Manager

Duration: 6 months

Stipend: \$500

Engagement Type: Fellowship

1. Background

Pollicy Data Institute Limited is strengthening its operational systems to support sustainable, accountable, and values-driven organizational growth. As part of this work, Pollicy is committed to nurturing emerging professionals interested in nonprofit finance, operational excellence, and ethical resource management.

The Finance Fellow will support finance and operations functions while gaining practical exposure to financial systems, budgeting, compliance, reporting, and organizational administration within a dynamic Pan-African feminist organization.

2. Purpose of the Role

The Finance Fellow will support the implementation of efficient and accountable finance and operational processes while contributing to the organization's commitment to transparency, sustainability, and compliance.

The role offers hands-on learning opportunities in nonprofit financial management and operations administration.

3. Key Responsibilities

Financial Administration

Support:

- Payment processing workflows
- Expense tracking and reconciliation
- Financial documentation and filing
- Invoice and receipt management
- Maintenance of financial records and trackers
- Assist in ensuring completeness and accuracy of financial documentation.

Pollicy Data Institute

Kampala Office:

🏠 Plot 7, Kulubya Close, Bugolobi

🌐 www.pollicy.org

✉ info@pollicy.org

📞 +256 708 310 397

+256 760 193 143

Budget & Reporting Support

- Support budget tracking and expenditure monitoring.
- Assist in preparing financial summaries and supporting schedules.
- Support donor financial documentation and reporting processes where required.
- Assist in maintaining organized financial records for audits and compliance reviews.

Operations & Procurement Support

- Support procurement and vendor coordination processes.
- Assist with operational logistics and administrative finance tasks.
- Support inventory and asset tracking processes where applicable.

Compliance & Systems Support

- Support adherence to internal finance policies and controls.
- Assist in improving finance tracking systems and documentation processes.
- Maintain confidentiality and professionalism in handling financial information.

4. Deliverables

- Updated financial trackers and records
- Organized finance and procurement documentation
- Budget monitoring support reports
- Operational and payment support documentation
- Compliance and filing support

5. Qualifications & Experience

- Background in Finance, Accounting, Commerce, Economics, Business Administration, or related fields
- Basic understanding of accounting and financial management principles
- Proficiency in Microsoft Excel and financial tracking tools
- Strong organizational and numerical skills
- Interest in nonprofit finance, compliance, and operations management
- Knowledge of accounting software is an added advantage

6. Core Competencies¹

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- Integrity and accountability
- Attention to detail
- Organization and planning
- Confidentiality and professionalism
- Analytical thinking
- Initiative and willingness to learn
- Collaboration and communication skills



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