

Vacancy Announcement



Local Partner Health Services North & Southwest Activity

Position Title: Finance Assistant (1)

PROJECT SUMMARY:

Local Partner Health Services – North & Southwest Activity is implemented by Joint Clinical Research Centre (JCRC) aimed at supporting the continuation of technical assistance for the implementation of a district-based, integrated package of quality HIV/AIDS and TB services to the beneficiary population in the Nine districts in Acholi sub-region.

The main goal of the activity is to increase the availability, accessibility and utilization of quality, integrated HIV and TB services.

GENERAL POSITION SUMMARY:

Under the direct supervision of the Senior Finance Officer, the Finance Assistant will be responsible for the disbursement and settlement of field accountabilities. He/She will ensure proper custody of financial records scanning as well as documentation retrieval. He or she will ensure a timely first-level review of the financial transactions source/support documents for accuracy, reliability, reasonability, and completeness; all in compliance with internal policies and specific donor(s) regulations.

ESSENTIAL JOB RESPONSIBILITIES:

1. Assist in timely processing, reconciliation and liquidation of staff travel advances.
2. Print out proof of payments and share with the Beneficiaries

3. Preparation of Payment Vouchers for review by the SFO or FM
4. Provide first level review of mobile money payments requests and generate the associated output files.
5. Update the Cluster team members on payment status of their accountabilities
6. Ensure scanning of documentation on to the JCRC server
7. Submit mobile money reports/confirmations to activity coordinators and follow through unpaid transactions as well as daily reconciliations of all disbursements for supported activities.
8. Maintain and update data base of all mobile money payment schedules
9. Provide the first level packaging and reviewing of vendors' payments requests.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- The ideal candidate must hold a Bachelor's degree in Finance/ Commerce/ Accounting or any other business-related field.
- CPA/ACCA Level 2 will be an added advantage
- At least one-year relevant work experience preferably with donor funded projects.
- Proficiency in Ms Office applications especially word and excel.
- Experience with Navision system.
- Experience with PEPFAR expenditure reporting /Analysis.
- Excellent oral, written communication and interpersonal skills.

How to apply: All applications must be addressed to; The Head Human Resources, Joint Clinical Research Centre, Plot 101 Lubowa Campus off Entebbe Road, P.O Box 10005, Kampala-Uganda. Email: jobs@jcrc.org.ug **The application deadline is Tuesday, 7th October 2025 at 05:00 pm.** Strictly two documents combined in one PDF are required (Application letter and CV not exceeding 6 pages).

Note: JCRC is an equal opportunity employer. Any attempts of influencing the recruitment process will lead to automatic disqualification.