

Vacancy Announcement



Local Partner Health Services North & Southwest Activity

Position Title: Finance Assistant (2)

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 13 districts in Ankole 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:

The Finance Assistant will implement day to day financial operations for accountability, reporting, budget monitoring and analysis, and financial documentation (including scanning documents) in line with JCRC financial policies, procedures and donor requirements.

ESSENTIAL JOB RESPONSIBILITIES:

1. Preparation of payment vouchers for review by the SFO or FM ensuring that all payments are reasonable, allowable, allocable to the project and supported in line with JCRC finance manual and donor rules and regulation.
2. Support monthly stock taking exercise in line with JCRC inventory management procedures.
3. Review of payment documentation / accountabilities to ensure they meet JCRC and donor guidelines and regulations.
4. Support timely processing, reconciliation and liquidation of staff travel advances.
5. Participate in audit preparations / exercise e.g compilation of audit requirements.
6. Ensure all finance documents are well labelled, stamped, scanned and archived in both physical and softcopy.
7. Preparation of monthly VAT, VAT (WHT) and income tax (WHT) schedules for review by the Finance Manager before the 5th of every month.
8. Submit mobile money reports / confirmations to activity coordinators and follow through unpaid transactions as well as daily reconciliations of all disbursements for supported activities.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

1. The ideal candidate must hold a Bachelor's degree in finance / commerce / accounting or any other business- related field.
2. CPA / ACCA level 2 will be an added advantage.
3. At least one year's relevant work experience preferably with donor funded projects.
4. Proficiency in MS Office applications especially word and excel.
5. Experience with Navision system.
6. Experience with USAID, DOS and any other USG donors is required.
7. Experience with PEPFAR expenditure reporting / analysis.
8. 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 Monday, 8th December 2025 at 05:00 pm.** Strictly one PDF document is required, application letter and CV not exceeding 6 pages, mentioning the job title as the subject matter, i.e. Finance Assistant – Ankole Region.

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

Applications received after the closing date will not be accepted or considered.