

- Strong attention to details and ability to work in team settings
- Possess sound professional ethics.
- Excellent oral and written communication and interpersonal skills
- Good time management skills and ability to prioritize.
- Knowledge of Navision system is an added advantage

Job Title: Finance Assistant

Duty Station: Kampala

Reports to: Finance and Operations Manager

Supervises: None

Job Purpose;

Under the direct supervision of the Finance and operations manager, the Finance Assistant will be responsible for disbursement and ensuring accountability for funds disbursed by the foundation in support of approved activities. He or she will ensure 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.

Specific responsibilities;

- Provide first level review of mobile money payments requests and ensure swift disbursement of funds for program activities and ensure that all requests rhyme with the district approved work plans and budgets.
- Submit daily beneficiary payment reports/confirmations to activity coordinators and follow through unpaid transactions.
- Conduct verification of field activities.
- Support the cluster teams with tracking of cluster activities & payments.
- Regularly update the “Finance Tracker” with payments information.
- Ensure proper and initial coding of all expenses.
- Timely and accurate capture of accounting data into Navision Dynamics accounting system.
- Review of travel advance requests & follow through with their payment.
- Review staff liquidations & ensure that they are posted on a timely basis.
- Tracking of advances to the project staff through aging reports.
- Provide financial support to other team members and respond to finance related queries.
- Support month-end and other finance reporting activities.
- Support ad hoc financial information requests.
- Support in the preparation & review of site staff payrolls & related payments.
- Prepare quarterly VAT reports for submission to the Donor and prepare monthly bank reconciliations.
- Ensure that all the finance transactions supporting documents are stamped “PAID”, scanned and sequentially filed.
- Perform any other work-related duties/tasks as may be assigned from time to time.

Person Specifications:

- He/she must hold at least a Diploma in Accounting and Finance from a reputable institution.

- Concluded or ongoing professional Accounting Qualification (ACCA/CPA) is an added advantage.

Minimum Academic Qualifications:

- At least two years of working experience in a similar position, preferably with a USG funded agency or NGO.
- Basic understanding of accounting processes and procedures.
- Advanced knowledge & experience in using Navision Dynamics accounting package.
- Good level of competence in MS Excel, MS Word and Microsoft Outlook.
- Strong communication and listening skills.
- Good analytical ability.
- Exhibit good teamwork and ability to self-motivate.
- Ability to work under pressure and meet targets and deadlines.

Job Title: Procurement Officer

Duty Station: Kampala

Reports to: Procurement Manager

Supervises: None

Job Purpose;

The Procurement Officer will plan and coordinate the procurement of goods and Services for supported health units and project activities. S/he will be responsible for ensuring effective and efficient functioning of all procurement and disposal activities of the project.

Specific responsibilities;

- Plan, coordinate and manage the project procurement planning process.
- Plan, organize and lead the bid solicitation process including drafting and issuing of request for quotations among others, and developing bid evaluation criteria.
- Maintain and update the supplier database which is able to adequately serve the needs project needs and effectively manage suppliers to ensure timely delivery of the requested goods and services
- Prepare and timely submit monthly procurement reports and trackers
- Analyse client requests and select the most appropriate procurement method based on established practices, policy and past experience. Conceptualise and recommend new practices and procedures where no precedent exists.
- Analyse, negotiate and prepare contracts, ensuring appropriate terms and conditions are included to protect the interest of JCRC and avoid litigation
- Monitor and review progress of contracts, coordinate renewals as appropriate, review and approve invoices for payment, and resolve any problems that may arise as well as performing post contract evaluations.
- Create and maintain procurement records, including electronic records ensuring accuracy and integrity of data through regular report generation, review and update of data.
- Plan, coordinate and manage the disposal of all project obsolete items