

Qualifications, Skills and Experience

- The Ideal candidate must possess a Minimum of BSc Information Technology from a recognized university
- Computer operations training, or experience in Multi operation system preferred.
- Knowledge in hardware maintenance and repairs
- Minimum of 5 year's IT working experience in an NGO preferably USG Funded is an added advantage.
- Excellent oral and written communication skills
- Proven ability to set priorities, multi-task, and work collaboratively as well as independently.
- Excellent Interpersonal Skills

Position Title: Finance Officer

Duty Station: Kampala

Reports To: Finance and Operations Manager

Supervises: None

Job summary:

Under the direct supervision of the Finance and Operations Manager, the Finance Officer 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 duties and responsibilities include:

- Assist in timely processing, reconciliation and liquidation of staff travel advances.
- Provide first level review of mobile money payments requests and generate the associated output files.
- Submit daily mobile money reports/confirmations to activity coordinators and follow through unpaid transactions as well as daily reconciliations of all disbursements for supported activities.
- Maintain and update data base of all mobile money payment schedules
- Provide the first level packaging and reviewing of vendors' payments requests.
- Perform field paperwork verifications to ensure attainment of value for money.
- Support transactions capturing in quick books as may be assigned
- Ensure proper and initial coding of all expenses.
- Ensure that all the finance transactions support documents are stamped paid, scanned and sequentially filed.
- Support end-month closure activities, including performing bank reconciliations.
- Participate in monthly balance sheet reconciliation.
- Provide operations support by participating in quarterly inventory counts and assets verification processes.
- Perform any other work-related duties/tasks as may be assigned from time to time.

Required Qualifications

- The ideal candidate for the job placement must hold a bachelor's degree in accounting or finance. Membership to professional Accounting bodies such as CPA, ACCA will be an added advantage
- At least 3-year relevant work experience preferably in a busy NGO environment.
- Knowledge of USG/DOS rules and regulations will be an added advantage.

- 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.