

ADVERTISEMENT FINANCE & ADMIN ASSISTANT



UGANDA EPISCOPAL CONFERENCE UGANDA CATHOLIC SECRETARIAT UGANDA CATHOLIC MEDICAL BUREAU

Job Title: Finance & Administration Assistant
Nature of engagement: Full time (100% LOE)
Reports to: Finance & Administrative officer
Located at: Kampala Office

Job

Purpose:

To promote financial compliance, accountability and reporting for UCMB and its projects of the BMZ "TB or Not TB" project. To ensure proper book keeping and compliance with policies in the financial management manuals, Donor agreements and statutory requirements. support provision of records for audit purposes and promote proper electronic and manual financial records management and internal controls.

Reporting

Line:

To the Finance and Administrative Officer.

ESSENTIAL DUTIES AND FUNCTIONS:

- Directly support the Finance Manager in book keeping
- Support development of Financial Reports
- Check expenditure rates and give regular updates on expenditure patterns
- Track the budget and workplan and ensure expenditures are as planned
- Assist with banking and payroll management
- Assist with processing payments for different activities and transactions
- Assist with the audit process, responding to any queries and availing up-to-date records. Support Finance and Administrative Officer in internal and external audit processes
- Support processing of payments in a compliant manner

- Assist in ensuring accountability for financial transactions is complete and well documented
- Assist in generating periodic financial reports for the project
- Ensure financial records are up-to-date in electronic systems such as Winpaccs, Quick Books, Navision and any other software as well as paper records
- Support Administrative Functions such as inventory management, availability of required office supplies
- Ensure compliance with the Finance Manual of UEC and enforcement of internal controls for good financial management
- Any other duties assigned from time-to-time

DESIRED SKILLS & EXPERIENCE:

- Proficient in Microsoft Excel/Word or Google Sheet/Doc (preferably both)
- Proficiency in QuickBooks, Winpaccs, Navision or any other management software
- Computer and software savvy
- Goal oriented
- Attention to detail
- Bookkeeping experience

PERSONAL QUALIFICATIONS (not required but helpful):

- Degree, diploma or certificate in finance, accounting, mathematics or related field
- QuickBooks Online experience or knowledge in using accounting software
- ACCA or CPA are strong additions

SALARY & BENEFITS: Euro 400. The position includes Sick leave, One-month leave, monthly airtime facilitation, health insurance for the staff.

DEADLINE: 15th June 2022, 5pm

APPLICATION PROCESS

Hand deliver CV, Cover letter, copies of Supporting Academic documents to:

**The Reception
Uganda Episcopal Conference Offices,
Plot 672 Hanlon Road Nsambya,
P. O. Box 2886,
Kampala-Uganda.**