



## **ABOUT US:**

Windle International Uganda (WIU) formerly Windle Trust Uganda is a registered INGO whose mission is to promote peace and development in communities through provision and coordination of Education and training for Refugees and people affected by conflict.

Windle International Uganda is the lead partner of UNHCR in implementing Education Projects in Uganda with close collaboration with the Government of Uganda through the Office of the Prime Minister. With funding from UNHCR, WIU seeks to recruit a suitably qualified person for the following position:

## **POSITION: SCHOOL BURSAR**

### **LOCATION: Field Based**

### **OVERALL PURPOSE AND SCOPE OF THE JOB:**

The Bursar is responsible for financial administration within a school, the person should have a background in finance and skills in account for the school's receipts and authorized expenditures vis a vis the approved budgets; the role will also involve aspects of other areas including compliance, administrative responsibilities, people management and operation coordination. The person should be capable of communicating with the different stake holders with an affinity towards impeccable reporting.

### **DUTIES AND RESPONSIBILITIES:**

- 🇷🇺 Overall accountancy duties for the Schools Financials (including authorised receipt and accounting for school's funds; management of the school accounts and Budget).
- 🇷🇺 Monitor and provide monthly reports on the school income and expenditure in relation to budget
- 🇷🇺 Scrutinize and pass for payment invoices received in the school following the recommended SOPs
- 🇷🇺 Update the Cashbooks, ledgers and other tools for effective management of the school's finances
- 🇷🇺 Manage the assets, stock and inventory if any; provide monthly reports on status of these items
- 🇷🇺 Issue receipts to learners and beneficiaries and maintain records of the same on receipt of authorised payments
- 🇷🇺 Provide regular updates to the Head Teacher, school governors and WIU Field Office (Finance Assistant) on financial performance of the school.
- 🇷🇺 Coordinate the Procurement of goods and payments following the recommended and approved Procurement procedures.
- 🇷🇺 Perform any other duties as assigned from time to time

### **Qualifications and Experience**

- 🇺🇬 Diploma in Finance and Accounting, Business Administration, Commerce, BSc Finance and Accounting from a recognized Institution.
- 🇺🇬 At least 2 years' relevant experience as an accounting technician
- 🇺🇬 Proficient use of the QuickBooks Accounting Software is desirable
- 🇺🇬 Experience working in School setting is an added advantage

### **Skills Requirements:**

- 🇺🇬 The ideal candidate must have the proficient level of professional skill and/or knowledge in accounting.
- 🇺🇬 Must have basic knowledge in computer applications like MS Office and data base management
- 🇺🇬 Experience in and knowledge of relevant Accounting systems
- 🇺🇬 Effective communication skills.
- 🇺🇬 Abilities in office administration and organization.
- 🇺🇬 Able to pay keen attention to detail and manage multiple priorities
- 🇺🇬 Ability to work under pressure to be able to meet strict deadlines