

ABOUT US:

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

Since 1996, Windle International Uganda has provided access to University, Secondary, and Primary Education, as well as Early Childhood Learning and Vocational Training for Refugees and the host population.

WIU implements Education Projects for refugees and host communities in Refugee settlements across Uganda in partnership with UNHCR and the Government of Uganda (through the Office of the Prime Minister). WIU seeks to recruit suitably qualified persons to fill the following vacant position for her growing operations:

POSITION: FINANCE OFFICER- PAYROLL AND TAX

LOCATION: Head Office, Kampala

JOB PURPOSE:

The Finance Officer- Payroll will be responsible for the accurate delivery of the payroll of WIU employees and shall take on the tax responsibilities.

The officer will take the lead in the processing of the payroll on a monthly basis, providing required reports, performing payroll and tax reconciliations, filing tax returns and effecting other salary statutory expectations.

RESPONSIBILITIES:

- 👉 Enter and regularly update authorized staff information into the payroll system (preferably PayMaster)
- 👉 Update any other employee information e.g. salary increases, advances as communicated by the Department of Human Resources.
- 👉 Print the payroll and payroll reports of earnings, taxes and other deductions and ensure that requisitions are made and signed off.
- 👉 Coordinate the payroll verification process with the Human Resources Department.
- 👉 Ensure that proof of payment is prepared for employees on a monthly basis.
- 👉 Effect timely salary payments by the designated date every month
- 👉 Reconcile the payroll (including employee deductions) and general ledger on a monthly basis.
- 👉 Reconcile the current payroll with the previous payroll indicating reasons for the variances; Present reports on the same

- 👉 File all returns and other statutory obligations (including PAYE, Local Service Tax, NSSF, Value Added Tax, Withholding Tax) by the designated time frames given
- 👉 Prepare payroll journal entries and reconcile General Ledgers for various grants
- 👉 Ensure projects salary contributions are correctly recovered to the General Fund.
- 👉 Prepare, on a monthly basis the Partner Personnel listings for Donor reports
- 👉 Maintain and reconcile the General Ledgers against budgets on a monthly basis.
- 👉 Support the Finance department with the required information during donor assessments, verifications, internal and external audit exercises
- 👉 Any other responsibilities relevant to the job as assigned by the Supervisor

Qualifications and Experience:

- Bachelor's degree in Accounting (Bachelor of Commerce, Bachelor of Business Administration, Bachelor of Science in Accounting or a related field)
- Minimum 2 years' experience handling payroll in a busy environment preferably for a workforce of over 1000 staff
- Proficiency in MS office, Excel.
- Knowledge of a Payroll Management Accounting Software (preferably PayMaster), Part qualification CPA or ACCA is an added advantage
- A clear understanding of Uganda Tax Law, the NSSF Act and other relevant laws concerning Employee benefits and the Statutory requirements
- Ability to work under pressure and ensure timely delivery of assigned responsibilities

Necessary Skills:

- 👉 Excellent communication skills, in written and verbal English, highly impactful influencing and persuasion skills
- 👉 Proven problem-solving skills and quick decision-making
- 👉 Ability to adjust to constantly changing situations while maintaining focus on delivery and follow-through
- 👉 Strong analytical and conceptual thinking skills; able to understand complex issues and translate them into simple, workable actions and plans

HOW TO APPLY:

- All interested applicants who meet the required competencies and wish to apply should visit our website at <https://windleuganda.org/careers/> for instructions on how to apply.
- Only applications submitted through the recommended link on the website will be accepted **from 26th April up to 9th May, 2022 by 17:00hrs.**

NOTE:

- Windle International is an equal opportunity employer; Women and Persons with disabilities who qualify are encouraged to apply.
- Windle International Uganda does not charge a fee at any stage of the recruitment process. WIU will not be held responsible in the event that a candidate pays money to any person who claims to act on behalf of or for WIU. Report to the number [0800-111-428](tel:0800-111-428)

or email wiu.integrity@windle.org if you are asked to pay a fee by any individual for this purpose.

- No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and blacklisted.
- WIU works with children and values the responsibility to Safeguard her beneficiaries. Therefore, applicants must have no history of violation of children's rights or of SEA (Sexual Exploitation & Abuse) infractions or offenses.