



INTERNAL ADVERT

ABOUT US:

Windle International Uganda (WIU) 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. WIU seeks to recruit a suitably qualified person for the Regional Project Accountant (RPA) position. Applications for this position are **only open to INTERNAL staff** or continuing employees of WIU.

POSITION: REGIONAL PROJECT ACCOUNTANT (re-advertised)

REPORTS TO: The Program Accountant




LOCATION: Field Based

PURPOSE AND SCOPE OF THE JOB:

The Regional Project Accountant (RPA) will support the Regional Project Coordinator (RPC) in the management, supervision and oversight of the financial, human resources, procurement, logistics and inventory, and general administration functions at all settlements within the region of jurisdiction.

He/ She will assist with monthly closings, account analysis and support the RPC, Settlement Managers (SMs) and the HQ Program Accountant in carrying out the responsibilities of the Finance & Administration departments. He/She will provide technical support, supervision, training and mentorship of the Finance Administrators (FAs), Human Resource Administrators (HRAs) and Administration Assistants.

KEY DUTIES AND RESPONSIBILITIES:

-  Prepare analysis of accounts Vs budgets as required on monthly basis to ensure no budget over-runs occur.
-  Support the RPC with the preparation of regional and/or settlements budgets and budget reviews.
-  Enforce the implementation and maintenance of internal financial controls, policies and procedures at regional and settlement levels.

- 🔥 Ensure financial records are systematically maintained in an acceptable financial and accounting standards.
- 🔥 Analyse financial information and ensure efficient use of financial and material resources
- 🔥 Prepare monthly financial closings and monthly/quarterly management financial reports.
- 🔥 Support and perform field data entries, accurate budget coding and develop simple budget tracking tools for the regional and settlement offices.
- 🔥 Review and process financial requests and expense accountability reports from the settlements.
- 🔥 Conduct regular financial audits, and cash counts in order to minimise financial loss risks.
- 🔥 Submit approved requests for inter-fund transfers, and review payment requests for suppliers and service providers at regional level.
- 🔥 Audit and assess value for money assurance for services and products procured.
- 🔥 Enforce efficient stock/inventory management and carry out routine review of the same in relation to balances, issuance and distribution to final consumers.
- 🔥 Regularly carry out stock audits, stock counts and issue certifications for each session.
- 🔥 Review and submit monthly stock and inventory reports to HQ.
- 🔥 Review field recruitment processes and ensure these are done within the organization policy.
- 🔥 Review and analyse payroll for accuracy and completeness before salaries are paid every month.
- 🔥 Regularly carry out human resources audit for strengths and carry out regular personnel head counts of (teachers) and staff under jurisdiction and issue certifications for each session.
- 🔥 Ensure field offices and the Regional Office are logistically well supported and fit for business.
- 🔥 Ensure field accommodation facilities are conducive for human habitation, and that utilities and supplies are adequate.
- 🔥 Ensure equipment and assets such as office machines and automobiles are in usable conditions and insured.
- 🔥 Ensure that contracts with other service providers are valid and adhered to.

Qualifications and Experience

- 🔥 University degree in accounting and Part or full professional Accounting qualifications such as (ACCA or CPA).
- 🔥 At least three years of financial/project management/accounting experience within an international organization, multinational company or charity with complex donor requirements.
- 🔥 Must be a current employee of Windle International Uganda



- 🇺🇬 Strong analytical skills with ability to set priorities, complete work with minimal supervision, and meet deadlines.
- 🇺🇬 Self-starter with strong organizational skills.
- 🇺🇬 Advanced PC skills, particularly knowledge of MS Word and MS Excel software.
- 🇺🇬 Excellent communication skills, with fluency (spoken and written) in English.

How to apply

All applications should be submitted through the link <https://forms.office.com/r/bjBBHXuYY7>

The link should be accessed through one's official WIU email address.

Any application not submitted through the online link using an official WIU email address shall not be considered.

Deadline for application is **23rd April, 2023 at 5:00pm.**

Disclaimer

- ❖ Applicants must have no history of violation of children's rights or of Child abuse and sexual exploitation of any kind
- ❖ Windle International Uganda is an equal opportunity and a corruption-intolerant employer. No fee is charged at any stage of the recruitment process and no fee should be paid to anyone claiming to be a representative of the organization. All applications will be assessed strictly on individual merit. Report to the number **0800111428** if you are asked to pay a fee by any individual for this recruitment.
- ❖ No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and blacklisted.
- ❖ Women and persons with disability who meet the job requirements are encouraged to apply.
- ❖ Whereas we actively welcome all applications, only shortlisted candidates shall be contacted for interviews.