



JOB OPPORTUNITY

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 implementing partner for Refugee education in Uganda and works in close collaboration with the Government of Uganda through the Office of the Prime Minister and other partners.

With funding from various donors, WIU seeks to recruit a suitably qualified person for the following position:

POSITION: **FINANCE ADMINISTRATOR**

LOCATION: **Field based**






REPORTS TO: **Regional Project Accountant**

OVERALL PURPOSE AND SCOPE OF THE JOB:

The finance administrator will contribute to the day to day implementation of the department accounting systems, policies and procedures. He/ she will support the department through the collection, processing, recording, reconciliation and reporting of financial data, verifying the validity, completeness and accuracy of the source of documentation.

The Finance assistant is responsible for ensuring all payments to service providers and other clients are processed timely; preparing monthly financial reports, maintaining complete and proper records of revenue, accountability, expenditure, assets and liabilities and ensures the accuracy and integrity of financial information.

DUTIES AND RESPONSIBILITIES:

-  Issue receipts for any cash and deposits received and keep proper records of all these in the system for reconciliation purposes
-  Ensure safe custody of receipt books, vouchers, money and other items of value in line with finance policies and procedures
-  Processing activity and petty cash payments adhering to the WIU financial standard procedures managing payment invoices, delivery notes, good received notes, receipts etc
-  Updating financial spreadsheets/QuickBooks with daily transactions
-  Tracking, reconciling bank statements and reporting

- 🔥 Compile/Process tax payment summaries
- 🔥 Follow up invoices, demand notes and receipts with clients, suppliers and partners where required for timely payment and reporting
- 🔥 Provide support to programme staff by participating in activity implementation and ensure prompt payment to participants and service providers.
- 🔥 Ensure prompt and accurate accounting of activity float and petty cash.
- 🔥 Provide support during budget preparation where required.
- 🔥 Provide support and coordination to audit team during field quarterly audits and UNHCR verifications
- 🔥 Update and reconcile all cash books on a daily basis and ascertain closing balances for record purposes.
- 🔥 Monitor and track all cash advances and inform staff of their obligation of advances.
- 🔥 Check for accuracy, completeness and coding before transactions are posted into the accounting system.
- 🔥 Enter all paid transactions into the accounting system
- 🔥 File all payment vouchers that have been entered into the accounting system by their categories.
- 🔥 Prepare monthly bank reconciliation statements for all bank accounts at the Field office
- 🔥 Prepare cash count certificates on weekly basis, month end and as when petty cash is required.
- 🔥 Ensure compliance to WIU Finance Policies and procedures at the designated Field location
- 🔥 Monitor cash levels to ensure liquidity position at all times for smooth operations.
- 🔥 Inventory Management: Conduct periodic stock counts and prepare accurate monthly inventory reports for the Field Storage units
- 🔥 Submit required reports and related documentation to the respective Regional Accountant periodically/ as requested
- 🔥 Any other tasks relevant to the job that may be assigned from time to time by supervisors

Qualifications

1. Bachelor's degree in Finance and Accounting, Business Administration, Commerce, BSc Finance and Accounting from a recognized Institution.
2. At least 2 years' relevant experience in Finance and accounting
3. Experience working in Refugee operations and rural NGO setting is an added advantage
4. ACCA/CPA is an added advantage
5. Must have basic knowledge in computer applications like MS Office and data base management

Relevant Experience

- ◆ Experience in and knowledge of Quickbooks Accounting System
- ◆ At least two years of progressive experience gained within a humanitarian NGO is preferred.



- ◆ Working knowledge of computers in MS Office, Excel, Word and Power Point.
- ◆ Experience in the Management of Education

Personal Attributes

- ◆ High level of integrity, commitment and professional responsibility.
- ◆ Strong interpersonal and team building skills, including the ability to work in a multi-cultural setting.
- ◆ Excellent communication, organization and presentational skills demonstrated through Fluency in written and spoken English.
- ◆ Ability to tolerate cultural, educational and religious diversity in the work place and capacity to work under pressure.
- ◆ Ability to work independently within guidelines and clear expectations.
- ◆ Ability to work comfortably and efficiently with other students and members of the communities within the Refugee settlements

HOW TO APPLY:

- For guidance on how to apply, visit our website on <https://windleuganda.org/careers/>
- Only applications submitted through the recommended link on the website will be accepted
- Closing Date: Applications will be received up to 31st May, 2023 by 17:00hrs EAT.

Important to Note:

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