

ABOUT US:

Windle International Uganda (WIU) is an International Non-Governmental Organization providing access to quality and inclusive education and training for refugees and people affected by conflict covering 12 refugee settlements countrywide including urban Kampala. WIU's mandate is to empower young people to achieve their academic potential and contribute to personal, community and national development. Our education programs go beyond teaching basic literacy and numeracy skills, we establish and maintain safe and inclusive learning spaces, equipped with educational materials including offering psychological support at ECD, primary, secondary, tertiary and lifelong learning.

Through partnerships, WIU works to ensure that persons of concern have adequate access to education through Scholarships at all levels of education to help them transform their communities when they return home to overcome the legacy of conflict.

In partnership with UNHCR and the Government of Uganda, WIU is implementing Education Projects for refugees and host communities in Refugee settlements across Uganda and seeks to recruit a suitably qualified person to fill the following vacant position for its growing operations:

POSITION: PROGRAMME ACCOUNTANT (Complementary Projects)

LOCATION: Head Office, Kampala

JOB PURPOSE:

The Programme Accountant will be responsible for ensuring accurate general accounting data entries and overall financial reporting for multiple complementary projects. In addition to the responsibilities listed below, he/ she will also support the Senior Accountant with monthly closing, account analysis, and supervision of designated finance staff.

RESPONSIBILITIES:

Finance Management:

- ♥ Ensure timely and accurate transaction project account postings, and efficient record keeping is maintained at all times.
- ♥ Prepare journal entries and general ledger for specific project(s) accounts operation.
- ♥ Reconcile and maintain project ledgers and control accounts on a monthly basis.
- ♥ Perform bank reconciliations for respective project accounts on a monthly basis.
- ♥ Prepare analysis of Budget Vs. Actuals on a regular basis for the respective projects to the managers.
- ♥ Manage Accounts Receivables and Payables, and ensure accurate supplier and debtors' statements are maintained and promptly settled.
- ♥ Ensure financial records are maintained in compliance with accepted international financial reporting standards, and organization internal policies and procedures.
- ♥ Support both Internal and External Audit
- ♥ Participant in quarterly reviews and new budget development for projects

Financial Management Reports:

- ♥ Monthly closings and preparation of monthly and quarterly management and donor financial reports.
- ♥ Review all data entries for coding and posting accuracy as well as perform data entries as applicable.
- ♥ Draw up monthly financial reports check list and ensure all financial reporting deadlines are met.
- ♥ Review and process financial requests and expenses accountability reports from the Regional Project Accountants, Finance Officers and Finance Administrators for completeness.
- ♥ Monitor budget performance status for the respective projects and flag any potential deviations.
- ♥ Ensure donor contractual obligations as set out in the agreement are met both in financial and narrative terms.

- 🔴 Cash flow Monitoring and timely submission of Fund requests
- 🔴 Meticulously monitor project cashflows, expenditure forecasts and ensure optimal liquidity.

Accounts Management.

- 🔴 Develop budget tracking method and support Directors, Managers and RPCs in preparing their monthly tracking tools and report.
- 🔴 Review and process all receipts and disbursements requests to and from the field offices.
- 🔴 Submit reviewed requests for internal fund transfers to the Senior Accountant (SA) for authorization.
- 🔴 Maintain and reconcile the GLs against budgets on monthly basis.
- 🔴 Responsible for the preparation of regular Donor and Management financial reports for review by the Senior Accountant and Director of Finance.
- 🔴 Ensure accountabilities and reimbursements requests against supported receipts and reports provided.
- 🔴 Maintain an up-to-date bank, and cashbooks as well as Account Receivables and Account Payables.
- 🔴 Form part of the procurement committees and ensure all the procurement support documentations has been provided before clearance for payment.

Other Responsibilities:

- 🔴 Work closely with Programme Managers, Procurement Manager, Human Resources Manager and constantly seek advice on their areas of specialization and support their needs.
- 🔴 Build and manage effective relationships with internal and external stakeholders in order to achieve common goals.
- 🔴 Provide support for statutory compliance and tax management for NSSF, Income Tax, withholding tax, VAT, Pay as You Earn (PAYE) and Local Service Tax.
- 🔴 Provide technical support and mentorship to finance colleagues and other department staff in building their capacity and ability to deal with finances and understand related issues.
- 🔴 Provide support for the periodic review, update and implementation of the Windle International Uganda Child Protection, PSEA, and Safeguarding Policy.
- 🔴 Study the online Safeguarding Course and obtain a Certificate within the first Quarter of the year
- 🔴 Ensure that all WIU staff under your supervision adhere to safeguarding, PSEA and Child protection standards
- 🔴 Any other responsibilities relevant to the job as assigned by the Supervisor

Qualifications and Experience:

- 🔴 University Degree in Accounting, Finance or a related course and with part or full professional qualifications such as; ACCA or CPA.
- 🔴 At least three years of financial/project management/accounting experience within an I(NGO), multinational company or charity with complex donor requirements.

Necessary Skills:

- 🔴 Strong analytical skills with ability to set priorities, complete work with minimal supervision, and meet deadlines.
- 🔴 Self-starter with strong organizational skills.
- 🔴 Advanced Computer skills, particularly knowledge of MS Word and MS Excel software
- 🔴 Competence in using accounting software (e.g., QuickBooks, and ERPs.)
- 🔴 Attention to detail in reviewing financial documents and ensuring accuracy in financial reporting.
- 🔴 Excellent communication skills, with fluency (spoken and written) in English.

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 23rd November up to 6th December, 2023 by 17:00hrs.**

NOTE:

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| <ul style="list-style-type: none"> • Windle International is an equal opportunity employer; Women and Persons with disabilities |
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- 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 takes seriously 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.