

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

POSITION: FINANCE ADMINISTRATOR

LOCATION: Field Based

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 Administrator 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:

- 🇺🇬 Ensure that all cash balances received within the week should be banked intact at least once a week.
- 🇺🇬 Issue receipts for any cash and deposits received and keep proper records of all these in the system for reconciliation purposes
- 🇺🇬 Provide for and take safe custody of receipt books, vouchers, money and other items of value in line with finance policies and procedures.
- 🇺🇬 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 entered 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: Supervise 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.

Qualifications and Experience

- 🇺🇬 Bachelor's degree in Finance and Accounting, Business Administration, Commerce, BSc Finance and Accounting or a related course from a recognized Institution.

- 🇺🇬 UDBS, Accounting technician qualification with practical experience
- 🇺🇬 At least 2 years' relevant experience as an accounting technician
- 🇺🇬 Proficient use of the QuickBooks Accounting Software is desirable
- 🇺🇬 Experience working in Refugee operations and rural NGO setting is an added advantage
- 🇺🇬 ACCA/CPA is an added advantage
- 🇺🇬 Must have basic knowledge in computer applications like MS Office and database management
- 🇺🇬 Experience in and knowledge of Quickbooks 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

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 12th January up to 25^h January, 2024 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 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.
- WIU also participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, the job applicant confirms his/her understanding of these recruitment procedures