

Date: 12th February 2024

EMPLOYMENT OPPORTUNITIES

ABOUT US

Windle International Uganda (WIU) is an International Non-Governmental Organization dedicated to providing inclusive, equitable, and quality education for refugees and host communities in 12 refugee settlements across Uganda, including urban Kampala. WIU works in partnership with the Office of the Prime Minister (OPM) and UNHCR, the UN Refugee Agency, along with other education and development actors, to address the urgent education needs of refugees in Uganda.

In Adjumani, WIU serves as the lead education implementing partner, covering Kiryandongo, Palabek, Palorinya, and Adjumani settlements. Additionally, in Arua, WIU operates in Rhino Camp, Imvepi, and Bidi Bidi settlement, one of the largest refugee settlements in Uganda.

WIU believes that, Education Transforms Society and aims to facilitate access to quality education and skills training for refugees and individuals in need of humanitarian assistance. By doing so, we strive to reduce inequality and poverty among refugees, people affected by conflict, and host communities.

WIU Palabek field office seeks to recruit suitable persons to fill the positions of School Bursar, to work in **Palabek Refugee Settlement**

Position: **Secondary School Bursar**

Overall Purpose and Scope of the Job:

The Bursar is responsible for financial administration within the school; the ideal candidate should have a background in finance and skills in accounting for the school's receipts and authorized expenditures vis a vis the approved budgets; the role will also involve aspects of other areas including compliance, administrative responsibilities, people management and operation coordination. The person should be capable of communicating with the different stake holders with an affinity towards impeccable reporting.

Reports to: **Head teacher**

Key Duties and Responsibilities:

- 📌 Overall accountancy duties for the Schools Financials (including authorized receipt and accounting for school's funds; management of the school accounts and Budget).
- 📌 Monitor and provide monthly reports on the school income and expenditure in relation to budget
- 📌 Scrutinize and pass for payment invoices received in the school following the recommended SOPs
- 📌 Update the Cashbooks, ledgers and other tools for effective management of the school's finances
- 📌 Manage the assets, stock and inventory if any; provide monthly reports on status of these items
- 📌 Issue receipts to learners and beneficiaries and maintain records of the same on receipt of authorized payments
- 📌 Provide regular updates to the Head Teacher, school governors and WIU Field Office (Finance Assistant) on financial performance of the school.

- 👉 Coordinate the Procurement of goods and payments following the recommended and approved Procurement procedures.
- 👉 Perform any other duties as assigned from time to time

Qualifications, Skills and Experience:

- 👉 Diploma in Finance and Accounting, Business Administration, Commerce, BSc Finance and Accounting from a recognized Institution.
- 👉 At least 2 years' relevant experience as an accounting technician
- 👉 Proficient use of the PASTEL & QuickBooks Accounting Software is desirable
- 👉 Experience working in School setting is an added advantage
- 👉 The ideal candidate must have the proficient level of professional skill and/or knowledge in accounting.
- 👉 Must have basic knowledge in computer applications like MS Office and data base management
- 👉 Experience in and knowledge of relevant 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.
- 👉 Must be aged between 25 - 45 years.
- 👉 **Letter of recommendation detailing good conduct (no criminal activity including protection violations) from current employer, former employer or LC Authority is a MUST**

How to Apply:

All interested applicants should submit their hand-written applications including detailed and up-to-date typed curriculum Vitae, photocopies of all their academic and professional documents, photocopy of national ID or refugee attestation, **Letter of recommendation detailing good conduct (no criminal activity including protection violations) from current employer, former employer or LC authority or RWC is a MUST** and the contact details of three professional referees addressed to:

**The Human Resource Administrator
Windle International Uganda
Palabek Refugee Settlement**

All Applications should be hand delivered to **Windle International Uganda, Palabek Field Office** during working hours (**8:00 am- 5:00 pm, Monday to Friday**)

Closing Date: All applications should be received not later than **Friday 23rd February, 2024** by **5pm**.

Note:

- ❖ **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. Women and persons with disability who meet the job requirements are encouraged to apply.**
- ❖ **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.**
- ❖ **All applications will be assessed strictly on individual merit**
- ❖ **No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and blacklisted.**
- ❖ **Whereas we actively welcome all applications; however, only shortlisted candidates shall be contacted for interviews.**