



KIGEZI WOMEN IN DEVELOPMENT (KWID)

P.O.BOX 894 Kabale

kwid1996@gmail.com

www.kwidug.org

1st January 2021

Ms Blessing Brenda

P.O.BOX 894

KABALE

Dear Blessing Brenda

RE: ROLE (ACCOUNTANT) ASSIGNMENT AT KWID

On behalf of Kigezi women in Development (KWID) I would like to thank you for your continued commitment and hard work in Directing programs at KWID

Following the appraisal of November 2020, I am glad to inform you that the executive board has extended the period of you were assigned the roles of the accountant for a period of one year with effect from 1st January to 31st December 2021

Furthermore the board requested you to continue executing the roles you have been executing until the organization realize funds to fill all the required positions for her to function well. Your gross monthly pay will be 500,000= an equivalent of 23% of your salary until we access funding to top up to 100%. This however is subject to Organization's funding. The salary of all employees is subject to taxation by law through Pay As you Earn (PAYE), National Social Security Fund (NSSF) and Local service tax

I would like to urge you to continue to work hard and to make effort to improve in the areas discussed with your supervisor during appraisal.

I wish you a continued happy stay at KWID

Yours Sincerely


Florence Tumuheirwe

EXECUTIVE Director

ACCOUNTANT JOB DESCRIPTION	
REPORTING TO	Executive Director
GENERIC COMPETENCES	<ul style="list-style-type: none"> • Commitment to the vision and mission of KWID • Effective time management • Integrity • Self-drive and initiative • Proactive and result-oriented • Finance management • Exceptional understanding of finance systems • Ability to multi task with minimum supervision
DUTIES AND RESPONSIBILITIES	<p>Finance management</p> <ul style="list-style-type: none"> • To prepare regular finance plans, budgets and reports • Examine statements to ensure accuracy • Ensure that financial statements and records comply with laws and regulations • Prepare tax returns and ensure prompt payment • Inspect account books and accounting systems to keep up-to-date • To make best practices recommendation to management • Suggest ways to reduce costs, enhance revenues and improve profits • To organize and maintain financial records • Update and maintain assets register <p>Resource mobilization</p> <ul style="list-style-type: none"> • To submit a monthly proposal • Prepare budgets for proposals of other staff <p>Reporting and communication</p> <ul style="list-style-type: none"> • Prepare and provide finance reports in a timely and accurate manner including monthly, quarterly and donor reports • Ensure timely submission of donor reports according to provided timelines <p>General responsibilities</p> <ul style="list-style-type: none"> • Perform any other work related task as may be requested by the executive Director/management

SCOPE OF IMPACT	The officer is In charge of finance related activities: budgeting, keeping books of accounts and budget control Participate in the preparation of project proposals for funding. Need to maintain and uphold KWID's image as she/he relates with partners and other stakeholders. Ensure members have business plans and knowledge in loan management before they access revolving funds. Ensure cost effective use of all KWID finances in line with the national laws, organizational policy and values.
QUALIFICATIONS	Bachelor's degree in accounting, Business administration, finance and banking. CPA is an added advantage
EXPERIENCE, SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Minimum of two years experience managing finances • Budgeting skills • Book keeping • Good finance reporting skills

I, BLESSING BREND A agree to the above job description which is an integral part of my employment contract

Signed Brenda Date 4th Jan 2021