



***“Curbing Unemployment”***

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### **FINANCIAL ACCOUNTANT**

UAERA is a membership organization whose main objectives are;

1. To identify, mobilize, coordinate and promote interests of Private External Employment Recruitment Agencies in Uganda and its members.
2. To promote the collective business interests of members while protecting the best interests of our customers.
3. To provide a forum for the exchange of information among member agencies and to communicate the value, benefits and scope of external recruitment.
4. To monitor and respond to any changes to review related industry procedures and to offer recommendations for changes and/or improvements which are collectively beneficial

<b>Job Title</b>	<b>Financial Accountant</b>
<b>Job Location:</b>	Kampala - Uganda
<b>Overall Job Purpose:</b>	The financial accountant will strengthen the associations accounting portfolio. The financial accountant is a key member of the UAERA finance and administration team and he/she will be responsible for the oversight of the finance team and in particular ensuring the finance team is well managed. He/she should have the capacity to undertake good financial management decisions, ensure a healthy program financing, maintenance of a positive cash flow, manage a good control environment and provide a high quality budgeting and strategic planning support .
<b>Reports to:</b>	<b>Executive Director</b>
<b>Contract Type:</b>	<b>Service Contract</b>

#### **PRIMARY WORKING RELATIONSHIP:**

With the Executive Director

## **DETAILED JOB RESPONSIBILITIES**

**The financial Accountant will report to the Finance and Administration manager and will be responsible for the following duties and responsibilities.**

- 1) Producing accurate useful and timely reports for budget holders
- 2) Coordinate the Association travel arrangements for staff and its visitors as required
- 3) Provide support during internal and external audits
- 4) Establish and implement procedures for project financial management, procurement, sub-contracts, and consultant contracts to ensure transparency and good business practices.
- 5) Provide strategic leadership to the UAERA team thorough policies, and procedure manuals.
- 6) Ensuring internal control mechanisms and budget management are observed for purposes of minimizing financial risk
- 7) Develop capacity of team performance and drive for excellence
- 8) Submit to head office financial and narrative reports as required in a timely manner
- 9) Ensure that 100% timesheets are filed on a monthly basis
- 10) Ensure that all staff have completed annual performance appraisals on time
- 11) Working hand in hand with Head of Finance, HR & administration in relation to technical aspects.
- 12) Assist in procurement for all equipment needed for the Secretariat.
- 13) Any other duties as may reasonably require by the E.D.

### **Qualities**

1. Innate problem-solver.
2. Time management
3. Analytical skills.
4. Exceptional leadership.
5. Adaptable communication.
6. Humble confidence.
7. Unwavering professionalism.
8. Self-management.

### **Requirements**

1. Bachelors' degree in Accounting, Finance, Business Administration and a graduate of ACCA, CPA
2. 5 years' experience in a busy organisation in the NGO sector
3. Knowledge of International reporting standards
4. Knowledge of computerized financial management and accounting systems (QuickBooks)
5. Good organizational and personal skills
6. Financial integrity
7. Problem solving and team player

**How to Apply:** Interested candidates should send your application letter, current curriculum vitae and photocopies of academic certificate to: [recruitment827@gmail.com](mailto:recruitment827@gmail.com) . **Deadline: 18<sup>th</sup> August 2021 at 5:00pm.**