



CARE INTERNATIONAL IN UGANDA

CAREER OPPORTUNITY

About CARE International

CARE is a global leader within a worldwide movement dedicated to ending poverty. We are known everywhere for our unshakeable commitment to the dignity of people. CARE works around the globe to save lives, defeat poverty and achieve social justice. We seek a world of hope, tolerance and social justice, where poverty has been overcome and all people live with dignity and security. We put women and girls in the centre because we know that we cannot overcome poverty until all people have equal rights and opportunities. CARE has been working in Uganda for 50 years and in 2019/2020, we improved the lives of 2.6 million people (60% women). Our goal for the next five years is to reach ten million people, through our gender transformative, resilience building, and lifesaving programs.

As part of the on-going reorganisation at CARE Uganda, the organisation has undertaken a review of its program-support function and is seeking to recruit highly competent professionals with a passion to support the most vulnerable women and girls. If you are Ugandan, and you believe in gender empowerment, as well as integrity, innovation and excellence at work, please consider joining a winning team in any of the jobs below. We seek to recruit Ugandan professionals who are passionate about gender transformation, building resilience and empowering women and girls to join this noble fight against poverty and injustice by filling up the following position:

1.Accountant, 2 Positions, Location: Kampala

Job Summary

The Accountant supports the financial operations of CARE Uganda and ensures timely and accurate financial reports and practices including cash management, financial disbursements, ledgers etc. S/he is responsible for entering financial information and maintaining financial records for grants and overall organization. Other responsibilities include monthly reconciliations like accounts payable and receivable, bank accounts and expense accounts.

Application Procedure:

Candidates who are interested in the above job should submit an updated CV and Application letter giving a day time telephone contact and names, telephone contacts and email addresses of 3 (three) work related referees only through our recruitment email:(ugarecruitment@care.org)clearly indicating the **job title in the email subject**. CVs will be received until **17th July, 2020**. For any questions please call our office on 0312258100/150

CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER. Please Note that CARE International in Uganda does not ask any applicant payment for any recruitment process

N.B: Refer to the Job description below for more details about the job

**CARE INTERNATIONAL IN UGANDA
JOB DESCRIPTION-ACCOUNTANT**

Name of Job incumbent	
Job Position Title	Accountant
Grade	TBC
Step	TBC
Program (IG) or Program Support	Program Support
Program Initiative Assigned To or the Department/Unit	Operations Unit / Department
Date Employed	
Place of Posting	
Immediate Supervisor's Job Title	Finance Head
Status of the Job Description	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> No change
Date submitted to HR Unit	June 2020

I) Job Summary:

The Accountant supports the financial operations of CARE Uganda and ensures timely and accurate financial reports and practices including cash management, financial disbursements, ledgers etc. S/he is responsible for entering financial information and maintaining financial records for grants and overall organization. Other responsibilities include monthly reconciliations like accounts payable and receivable, bank accounts and expense accounts.

The position reports to the Finance Lead S/he collaborates closely with Grants, Program and other support staff.

II) Key Responsibilities and Tasks

Job Responsibility 1: General Ledger

- Prepare, review and seek approval of journal entries as appropriate.
- On a monthly basis review all transactions and reconcile the Accounts Payable and Accounts Receivable to the General ledger.
- Prepare the monthly Standard Financial Analysis reports per the reporting calendar and submit to the Finance Head for review.
- Follow up any exceptions identified during the analysis and resolve them or refer to the Finance Head where guidance is required.
- Prepare Payroll journals and allocation journals for suspense accounts.

Job Responsibility 2: Accounts Payable

- Before transactions are approved, review all supporting documents and entries in the system checking that the supporting documents are correct and adequate and that the entries are done correctly to the appropriate chart fields.

- Provide guidance to Accounts Assistants and budget holders where coding is not done well and recommend adjustments accordingly where necessary to comply with donor requirements or accounting standards and organization policies.
- **Carry out monthly amortizations for all prepayments.**

Job Responsibility 3: Accounts Receivable

- Recording of all receivable transactions ensuring the right donors are charged and receipts are recorded to the right donors.
- Prepare or Review donor billings as specified in the donor agreements.
- Follow up and collect all receivables including donor, staff and other miscellaneous receivables. Follow up any long overdue receivables and escalate where the debtor does not respond.
- Monitor Staff advances to ensure only one advance at a time and submit any advances older than 30days to Senior Finance Manager for recovery through the payroll.

Job Responsibility 4: General Finance and Accounting

- Review financial commitments and payments requests to ensure compliance with CARE/Donor Policies and procedures.
- Process all financial transactions in in PeopleSoft to enable accurate financial reporting and monitoring.
- Processing of payments, ensuring that all relevant documents are attached and dully approved, e.g. invoices, delivery notes, goods received notes (GRNs), credit notes, purchase order/ contracts, quotation analysis, quotations, demand forms etc.
- Prepare reconciliation of all other balance sheet accounts (beyond AP & AR) on a monthly basis to ensure exceptions are identified and dealt promptly.
- Preparation of bank reconciliations on receipt of the bank statements, ensuring that all direct debits are recorded and/or investigated with the bank and should be resolved by the following month.
- Review financial management reports on a monthly basis and provide timely feedback.
- Perform physical verification of Assets at least once per year to ensure that all assets are accurately recorded.
- Oversee achieving of financial documents to safe guard financial records and audit trails.
- Review monthly payroll and all the related statutory returns; compute staff separation benefits and ensure periodic Statutory returns are done to ensure adherence to the approved CARE policies, Employment and Tax Laws.
- File all relevant statutory deductions before the deadline – WHT, PAYE, NSSF, etc.
- Liaise with respective program and grant coordinators to assess the financial management of specific partners;
- Assist Grant Coordinators in conducting financial training programs for partners involved in the implementation of CARE project.
- Support Audit processes

Job Responsibility 5: Cash Management (%)

- Prepare and closely monitor the cash book and bank balances for cash flow management purposes
- Prepare quarterly and monthly Cash Flow projections schedules inclusive of Sub-office quarterly projections by the 1st of each month.
- Monitor and determine if sufficient funds are available to execute current and future planned activities for a quarter.
- Monitor cash book and bank balances and compare with expected donor receipts and CO wire transfers to ensure the minimum funds is maintained to avoid holding excessive funds.
- On receipt of cash requests from Sub Offices, prepare schedule for conversions or cash transfers to the Sub Offices. Liaise with the banks for bank rates for the conversions and negotiate the rates. Also prepare conversions and transfers for the Country Office to Local “UGX” bank accounts.
- Review the Bank transactions and prepare adjustments in liaison with Country Finance Lead and SSC accountant.

**Job Responsibility #4: Promote Gender Equity and Diversity and Safeguarding practices
All the time**

- Practice a behaviour that is consistent with CARE's core values, and promotion of gender equity and diversity goals;
- Plays a champion/change agent role in identifying and implementing initiatives that enhance CARE's commitment to gender and diversity.
- Be a champion /change agent and ensure CARE Safeguarding policies and procedures are adhered to by our partners and the staff that S/he works with both directly or indirectly
- Where possible make appropriate recommendations to CO management on enhancing prevention strategies. This could include collecting and analysing information on actual/potential risk factors for vulnerability to sexual harassment, exploitation and abuse and elaborating measures to address them

Job Responsibility 7: Perform Other Duties as Assigned (including;-

- Perform other duties as assigned by supervisor.

III) Competencies

Excellence: Sets high standards of performance for self and/or others; successfully completes assignments; sets standards of excellence rather than having standards imposed; ensures interactions and transactions are ethical and convey integrity.

Integrity: Maintains social, ethical, and organizational norms; firmly adheres to codes of conduct and ethical principles inherent to CARE.

Communicating with Impact: Diplomatically, logically and clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the recipient / audience and helps them understand and retain their message.

Facilitating Change: Supports and manages the change process at CARE Uganda by developing a culture affirmative of change; encouraging others to seek and act upon opportunities for different and innovative approaches to addressing problems and opportunities; critically analyzing evolving and fluid situations; facilitating the implementation and acceptance of change within the workplace; actively engaging with resistance to change.

Strengthening Partnership: Identifying and utilizing opportunities within and outside of CARE Uganda to develop effective strategic relationships between one's area and other areas/departments/units or external organizations to achieve CARE's objectives.

Management Excellence: Makes the connection between values and performance. Influences the performance of others, and ultimately, the performance of the organization. Sets direction, coaches & develops, promotes staff wellness & safety, practices & promotes compliance, models gender equity & diversity, communicates effectively.

Developing Teams: Using appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitates the completion of team goals.

Diversity - Promoting, valuing, respecting and fully benefiting from each individual's unique qualities, background, race, culture, age, gender, disability, values, lifestyle, perspectives or interests; creating and maintaining a work environment that promotes diversity.

Adaptability- Expected to well adjust with the country, the CO operating environment and with the Project team to function effectively and efficiently

Coaching - Ability to demonstrate to enhance skills and capacity of staff working in the field and office for them continue to serve CARE in the future program activities

IV) Qualifications (Know-How)

Required:

Ideal candidate should be able to organize and manage their own work & time, work effectively and cooperatively with others and towards shared objectives, able to explain financial issues and procedures to colleagues, able to work under pressure and towards tight deadlines, with strong analytical and problem solving skills.

b) Education/Training

Required

At least Level-II part-professional qualification is a **MUST** in addition to a Bachelor's degree with a bias in accounting.

c) Experience

Required

- Minimum 3- 4 years of experience in Finance and Accounting with a reputable organisation.

Desired

- Experience working in international NGO is desired;
- Working knowledge of PeopleSoft ERP or any other Financial management software is an added advantage;
 - A post Graduate qualification in a related field is an added advantage

d) Technical Skills

Required:

- Proven ability to achieve and maintain a compliant organizational culture by partnering to provide practical standards of compliance that can be implemented and adhered to;
- Knowledgeable and connected in financial management system, knowledge of PeopleSoft will be an added advantage;
- An approach to mirror our core values: commitment, accountability, respect, effectiveness and diversity;
- Ability to work and communicate with a range of stakeholders
- Operational experience including planning, development and implementation of operational activities;
- Demonstrated experience with donor rules and regulations in relation to risk management and mitigation
- Proficient in Computer with knowledge in Microsoft Office Suite, Internet usage;
- Excellent written and oral communication skills, with a fluent writing style and good knowledge and practical use of English.
- Firm belief in teamwork, gender equality, sensitivity to HIV/AIDS, conceptual understanding of participatory approach and sustainable development.
- Demonstrated ability to plan and monitor workflows and performance in a complex environment
- Ability to produce high quality work and balance competing priorities within demanding timeframes
- Good understanding of fund accounting and financial analysis
- Excellent planning, organizational, analytical and decision making skills;

V. FREEDOM TO ACT

A) General Accountability

The incumbent's decisions are contributory in terms of maintaining organizational policies and procedures.

VI. CONTACTS/KEY RELATIONSHIPS.

The incumbent is expected to work in close collaboration with the Grants team, FOOs, Staff in Program, program support and vendors from time to time .

VII) Working Location.

The position is based in Kampala.

VIII) Expected percentage of time travelling

Travel to other parts of the country is estimated at 20% of work time for this position. Occasional travel outside Uganda may be necessary.

Job holder's Signature: _____

Date: _____

Immediate Supervisor's Signature: _____

Date: _____

Next Level Supervisor Signature: _____

Date: _____