



CARE INTERNATIONAL IN UGANDA

VACANCY

CARE International has been active in Uganda since 1969 and working in the country continuously since 1979, implementing a diverse portfolio of programs and projects ranging from emergency services to economic development and civil society building. Our current programming targets Women, Girls and youth as well as vulnerable groups such as the extreme poor, internally displaced people, children to provide assistance and opportunities for empowerment and sustainable development through addressing the underlying causes of poverty grounded on careful and thorough analysis of power relations between different groups in society and the local context in which they live and work. Our programming is guided by our core values of transformation, Integrity, Diversity, Equality and excellence. CARE International **seeks to recruit highly motivated and qualified individual to fill the following position:**

1: Accounts Assistant:1 Position: Location-Arua

Job Summary:

The Accounts Assistant position exists to ensure accountability and accuracy in financial transactions in the Arua Field Office as well as adherence to the policies and procedures. The Job holder will be responsible for writing all cheques, banking and other bank needs including drafting letters to banks; organize, transmit and file Sub-Office monthly financial information inclusive of vouchers, bank information, financial correspondence etc; ensuring orderliness within the finance department and will deal with all cash receipts and payments plus handling all cash advances to staff and other vendors. He / She will be required to provide administrative support and suggest ways of improving the overall accounting process of the organization to Accountants Officer.

Responsibilities

Job Responsibility No. 1: Review, verification and entry of Financial Transactions (65%)

Payments

- Receive PO and non PO based payment requests, invoices and advances, payments/settlements.
- Reject transactions failing to comply with documentation and coding requirements.
- Enter duly authorized payments into FGMS per existing procedures and ensure that invoice amounts, currency and timing of payments is also recorded and posted.

- Monthly vendor statement reconciliations for PO & non PO based vendors and ensure statements are properly filed.
- Key in advance settlements and liquidations in FGMS payment journal and ensure appropriate balances are offset (currency and nature).
- Book receipts into FGMS once cash or cheques have been received by the bank.
- Book cash conversion (USD- USH) where applicable.
- Enter donor receipts, invoices, and apply settlements where applicable.
- Enter payments into the mobile cash transfer platform (Beyonic).

Cheque transactions

- Draw cheques and stamp 'paid' with the correct cheque number and date before forwarding documents to Accounts Officer for review.
- Book appointment with the signatories to have the cheques signed.
- Issue of cheques to both staff and vendors. Proper recording of the cheque number, vendor name and amount must be done before issue of the cheque.
- File receipts once received from vendors and stamp all the documents 'paid'.
- Ensure that the cheque book or leaves are kept in a safe and secure place, and also advise the bank immediately of the theft or loss of any cheque book or leaves.

Job Responsibility No.2: Petty Cash Disbursements and Maintenance (10%)

- Ensure signing authority approves all Travel Expense Reports (TERs), payments with all charging details provided.
- Ensure all vouchers/invoices are accurate
- Do regular petty cash count and spot checks.
- Ensure reimbursements are at 75% of the float so that there is cash at any one time.

Job Responsibility No.4: Cash Management (10%)

- Receive cash and check payments and deposit within 24hrs.
- Ensure receipts are issued for all cash received each day
- Ensure all payments are supported and properly coded to enable quick entry in FGMS.

Job Responsibility No. 5: Filing (10%)

- Maintain an adequate filing system for all accounting/FGMS related documentation

- File all coding slips in sequential order. On a weekly basis ensure that all sequential numbers have been accounted for and filed accordingly
- Identify all missing transaction numbers and ensure they are found and filed and inform the supervisor when they cannot be traced for further follow up
- Retrieving documents from the archive for audit and special requests and recording the transactions on the document movement register.

General and other duties (5%)

- Enter all Adjusting entries/reclasses as maybe requested by the Accounts Officer.
- Ensure asset register is maintained in FGMS by booking all asset receipts and disposals in FGMS as shared by procurement/administration.
- Collect bank statements and dispatch to CUHQ at end of every month.
- Amortize prepayments made during the month.
- Assisting Accounts Officer with audits, forecasts, and other fiscal planning activities in the Sub-Office
- Tracking and following up on Accounts Receivables/staff advances in compliance to CARE Policy
- Undertake any other duties that may be requested by the Accounts Officer

Required Qualifications

- Bachelor's degree in Accounting or Secondary Education with CPA II
- 2 years of experience in similar positions.
 - Exposure to Audit Function or Experience is a desirable.
 - Administrative Assistance experience is an added advantage.
- Proficiency in Microsoft Office including Excel and word and good skills at using financial software applications. Proficiency in English.

Decision Making Authority

- Carries out assessment on the quality and consistency of data entry for approval and processing as per the laid down procedures and standards

Key Relationships/Contacts

Internal Contacts

- Overall reports and is accountable to Accountants Officer
- All other Finance Department team
- Internal clients including field staff, Admin Unit
- Human Resources Department

Direct Reports

None

Working Conditions

- This position is based in Arua with few field visits
- The position has an unpredictable workload over the duration of the month

Critical Competencies

- Attention to detail
- Effective Time management skills
- Team player
- Organization skills
- Excellent interpersonal skills
- Able to work with limited supervision
- Be able to demonstrate high level of integrity
- Ability to work under pressure and to meet tight deadlines

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APPLICATION PROCEDURE:

*Candidates who are interested in the above jobs 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 the **30th, March, 2019**. Please note that when you are successful for the above position, CARE will need certified copies of your academic documents. 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