



# Uganda Coalition for Sustainable Development

## Vacancy position

Uganda Coalition for Sustainable Development

**Title: Finance and Administration Assistant – (FAA)**

**Reports to:** Regional Finance and Administration Officer **Location:** Kampala (Kabalagala – Nsambya) with frequent field travels

### Background and Scope of Work

The LVEMPII CS Watch Project seeks to lobby and advocate for realization of results-based performance from Lake Victoria Environmental Management Project (LVEMPII) and implementation of the East African Community Climate Change Policy (EACCCP). The Project is implemented by SusWatch Kenya, Tanzania Coalition for Sustainable Development and Uganda Coalition for Sustainable Development (UCSD) – working together as the East African Sustainability Watch Network (Contact: [www.easuswatch.org](http://www.easuswatch.org) for more detailed information). UCSD hosts the Project Regional Office in Kampala.

As part of the existing implementation team at the Regional Office in Kampala (c/o UCSD), the network wishes to recruit a Finance and Administration Assistant (FAA). The FAA will work as part of the East African Suswatch Network's administrative group to administer the daily and routine financial transactions, bookkeeping and Accounting work, filling of returns to the relevant partners and Government Offices as well as various administrative tasks to ensure that the East African Suswatch Network's guidelines for Accounting and administration are adhered to, and that statutory requirements and generally accepted accounting standards are complied with in order to achieve the overall objective of the Lake Victoria Environmental Management Project Civil Society (LVEMPII CS) Watch Project that has been implemented since November 2011

The broad terms of reference for the FAA will include:-

#### 1.1. Finance and Accounting:

- a) Overall in charge of Finance and administration function for the Uganda Chapter in regards to the LVEMPII CS Watch Project
- b) Processing all payments for both Regional Office and Uganda Chapter and ensuring that payments are made and approved only against adequately supported documents.
- c) Ensuring that all entries relating to disbursements, receipts or adjustments are posted into the relevant ledger in the accounting System, printed and checked against source documents.
- d) Prepare Monthly Bank reconciliations for all project Bank accounts.
- e) Filing statutory returns to the relevant Authorities.
- f) Custodian and disbursement of cash.
- g) Work with the Regional Finance and Administration Officer to verify quarterly financial partner returns.
- h) Checking supplier's invoices to ensure that they match with purchase orders and goods received notes.
- i) Liaise with Regional Finance and administration Officer to solve day to day budget issues.
- j) Provide financial reports as may be requested and required by management.
- k) Reconciling all the project accounts on a monthly basis.

#### 1.2. Administration

- a) Provide logistical and administrative support to the Project in regard to procurement and preparation for meetings.
- b) Organize for the servicing and maintenance of project equipment's.
- c) Ensure that general office administrative duties are in order.
- d) Maintain an up-to-date inventory of the project equipment and material and ensure proper maintenance;
- e) Work with the Regional Finance and Administration Officer to supervise the National Chapter Finance Managers

#### 1.3. Human Resource Management:

- (a) Prepare the payroll on a monthly basis
- (b) Effectively manage the Network's leave database and communicate leave balances to staff regularly and Prepare and maintain a database for all Employees of the Network.

#### Competencies:-

- (a) A Bachelor's Degree in Business Administration or Commerce with a bias in Accounting and finance
- (b) A minimum of three Years' proven practical accounting and administration working experience in financial management and administration/ Human Resource Work, preferably with a busy Non Governmental Organization.
- (c) Proven experience working with partner organizations in relation to fundraising and management of Donor funds.
- (d) Strong Organizational, interpersonal and communication skills
- (e) Knowledge of QuickBooks computerized Accounting Software and proficiency in any other computer skills is an added advantage
- (f) Good supervisory, report writing skills and time management are essential.
- (g) Proven ability to pass on financial management and administration skills to other staff members of the project.
- (h) Knowledge of the Labour laws in Uganda, Kenya and Tanzania

#### How to apply

Send a motivational letter explaining your interest in the stated position (including expected salary), CV not exceeding 5 Pages, expected salary, names of three work related references and applicant's day time telephone contact to:-

Chairman, Uganda Coalition for Sustainable Development

Email: [rk wagala@ugandacoalition.or.ug](mailto:rk wagala@ugandacoalition.or.ug)

and a copy to [ugandacoalition@infocom.co.ug](mailto:ugandacoalition@infocom.co.ug)

**Closing date is 5 Pm of 25th March 2013**

Only shortlisted Candidates will be contacted. The successful candidate will be required to commence work immediately.

**EA Suswatch is an equal opportunity employer**