POSITION TITLE: FINANCE ASSISTANT

REPORTS TO: FINANCE MANAGER

POSITION DESCRIPTION
The Finance Assistant will support the day-to-day finance operations of ESAFF Uganda, working closely with the Finance Manager and programs team. He/She will ensure financial transactions are accurately and completely recorded in a timely manner in the accounting software (QuickBooks).

Roles and Responsibilities
- Assist in processing payments and posting transactions in the accounting system (QuickBooks).
- Reconcile all vendors’ accounts as well as maintain and update the commitment database weekly.
- Assist in issuing program activity and travel advances to staff and follow up on retirement of the same after the conclusion of activities and/or travel.
- Assist in banking activities for the organization and managing petty cash.
- Attach payment references from the bank to all payment vouchers.
- Stamp all payment and journal vouchers “PAID” after payments have been done.
- File all payment vouchers sequentially and maintain an effective filing system in line with organizational requirements.
- Maintain files and documentation thoroughly and accurately in a manner that eases retrieval for audit, donor reporting, and other usages.
- Any other duties and responsibilities as assigned.

Required Qualifications
- A University degree in Business Administration or Business Commerce with a bias in accounting from a recognized institution. Additional partial or full qualifications in accounting will be of added advantage.
- A minimum of two years’ experience in accounting in a busy reputable organization preferably a National NGO.
- Proven knowledge and skills in the application of QuickBooks Accounting software.
- Team player with excellent communication skills
- Attention to detail, problem-solving, analytical and interpersonal skills.
- High standards of ethics and values

APPLICATION PROCESS
All correspondence should be addressed to ESAFF Uganda’s National Coordinator, via e-mail to coordinator@esaffuganda.org. Applications will be considered until 17th February 2023 by 5PM (EAT). Applicants should submit an up-to-date curriculum vitae (Maximum 3 pages), a cover letter and names/contacts of three referees. We regret that only short-listed applicants will be contacted for interviews.

To learn more about ESAFF Uganda visit www.esaffuganda.org