



Position : Project Accountant
Reporting to : Head of Finance
Vacancies : Five

POSITION OUTLINE

The Accountant supports the Head of Finance to manage daily financial and accounting tasks. The Accountant is part of a team of professionals working to maintain order and transparency of the organisations finances. The overall goal of the position is to contribute to the overall efficient operation of the Finance Department to enable SOS Management to be fully aware of its financial condition to make the decisions to successfully achieve its objectives. He / she will oversee and control financial matters and assets, analyse and prepare financial statements and document all financial transactions. The ideal candidate is well versed in accounting principles and should be able to work comfortably with numbers giving attention to detail.

The Accountant functionally reports to the Head of Finance and administratively to the Programme Director.

RESPONSIBILITIES

- Provide all the necessary financial information including approved budgets, monthly and quarterly financial statements for good and effective financial management.
- Carry out financial forecasts and risk analysis and prepare and submit monthly cash flow forecasts to the Head of Finance by the agreed deadline dates and follow them up to obtain timely feedback.
- Prepare monthly and quarterly financial statements with analysis by the 7th day of the incoming month or quarter to support timely decision making at all levels.
- Prepare monthly bank reconciliation for all the bank accounts.
- Post and process all journal entries to ensure all business transactions are recorded.
- Update Accounts Payable and Accounts Receivables, carrying out timely reconciliations and issuing invoices appropriately.
- Monitor cash flow and ensure that adequate funding for all programmes is maintained.
- Interpret financial policies, regulations and follow internal controls ensuring that staff are well versed with such policies and guidelines in their day to day work.
- Review expenses, payroll records, accountabilities.
- Verify all payments within approved budget lines to ensure proper authorisation and that they contain relevant supporting documents
- Prepare and submit weekly and monthly reports on strategic plan implementation, budget status, facility requirements and other project requirements to initiate timely decision making.
- Update financial data in databases and ensure that physical accounting documents and other financial information is accurate, properly documented and stored in a manner which facilitates easy retrieval.
- Supervise all finance staff, approve their work plans, evaluate performance and provide feedback.
- Guide and participate in the budget making process for all facilities and ensure that plans and budgets are in line with the NA strategic plan.

- Prepare and submit monthly accountabilities and salary deductions for staff and submit to the National Office by the 15th day following the month the expense was incurred for the information to be correctly captured in the payroll system.
- Monitor collection and control of revenues by ensuring that revenues, cash and donations are receipted and banked in time, revenue from projects are collected and properly recorded and reconciliation of fees is prepared at the end of every term.
- Manage petty cash and carry out regular cash counts in accordance with set guidelines
- Verify the procurement and disposal process to ensure that they comply with the laid down rules and guidelines and report any infringement of procurement rules and guidelines to the Accounting Officer.
- Maintain an up to date fixed asset register and ensure that all assets are properly labeled and recorded.
- Maintain, track and monitor the inventory system to ensure that all property and equipment are safe and in good working condition.
- Maintain and monitor the stores, ensuring that records are properly kept and items distributed in accordance with the set procedures.
- Maintains professional and technical knowledge by attending refresher courses; reviewing professional publications; establishing personal networks and participating in professional continuous development.

Minimum Requirements

- A mature individual aged between 26 – 35 years
- A University degree in accounting, business administration, commerce with Professional Qualification up at least ACCA, CPA Level 2 or Full Professional qualification in accounting
- At least 2 years accounting experience in a busy organisation/setting.
- Excellent organizing skills
- Great attention to detail
- Deadline-oriented
- Good communication and report writing skills
- Analytical and research skills
- IT Skills and familiarity with any accounting computer software

HOW TO APPLY

If you believe you are the right candidate for this position, please send your application letter, detailed curriculum vitae (CV), and photocopies of academic certificates, and names and contact details of three traceable referees to the address below **to reach not later than Wednesday, 31st May 2017:**

The National Human Resource Coordinator,
SOS Children's Villages Uganda,
25 km on Kampala-Entebbe Rd, Abaita Ababiri,
P.O Box 27510,
Kampala

Electronic Applications must be sent as one **Single Document not exceeding eight pages to:**
elizabeth.opio@sosuganda.org

Applications that are late, do not have CV or certificates attached, will be disqualified. Only shortlisted candidates will be contacted.