



VACANCY ANNOUNCEMENT (Job Ref: **SOS-UG/JOBS/2026/07**)

SOS Children's Villages is an independent, locally registered, child-focused, social development nongovernmental organization with a strong reputation for providing quality care and protection, education, and health needs for vulnerable children. Since its inception in 1991, SOS Children's Villages Uganda has reached over 120,000 children, youths, and adults directly and indirectly to become empowered and self-reliant to contribute significantly to the needs of their families and communities. SOS Children's Villages works in partnership with a number of Donors, Foundations, Corporate entities (Finance Institutions, Insurance Companies) and the Private Sector that support her work throughout Uganda.

SOS Children's Villages Uganda is seeking a qualified candidate to fill the following position.

Job Title:	Finance Assistant
Department:	Finance
Reports directly to:	National Finance officer
Location:	National Office Entebbe and Mayuge

JOB SUMMARY

To provide accounting, treasury, budgeting, compliance and administrative finance support for the Entebbe and Mayuge Programme Location while supporting the National Office Accountant in maintaining financial records, statutory compliance processes and financial reporting requirements.

KEY TASKS & RESPONSIBILITIES:

1. Programme Accounting and Financial Management

- Process accounting transactions in D365.
- Verify financial documentation.
- Maintain complete accounting files and records.
- Scan and upload documents on SharePoint.
- Prepare journals and schedules for review.
- Monitor advances and accountabilities.
- Support month-end closing activities.
- Supervise petty cash and cash controls.



2. Financial Reporting

- Prepare monthly accounting schedules.
- Prepare accounts receivable schedules including follow-up.
- Prepare accounts payable schedules including follow-up.
- Support preparation of Budget Variance Analysis reports.
- Support programme financial reporting requirements.
- Provide financial information to programme teams.

3. Budget Monitoring

- Track approved budgets against expenditure.
- Update BVA trackers.
- Support programme managers in budget monitoring.
- Follow up commitments and outstanding obligations.
- Provide timely budget information to programme teams.

4. Asset Management

- Maintain programme asset register in D365.
- Support physical verification of assets.
- Track asset acquisitions and disposals.
- Ensure asset documentation is complete and accurate.

5. Grants and Compliance Support

- Support preparation of donor financial reports.
- Compile donor accountability documentation.
- Assist in grant budget preparation.
- Support compliance reviews and monitoring visits.

6. Statutory and Treasury Support

- Support preparation of statutory schedules.
- Assist the National Office Accountant in compilation of PAYE, NSSF and tax support information.
- Process payments in accordance with approved controls.
- Monitor supplier balances and staff advances.

7. Audit Support

- Prepare audit schedules and supporting documents.
- Support internal and external audits.
- Track implementation of audit recommendations at location level.

8. Cross-functional Support

- Participate in programme planning and budgeting meetings.



- Support finance compliance visits.
- Provide guidance to programme staff on financial procedures.
- Support implementation of SOS financial policies and procedures.

QUALIFICATIONS, ABILITIES AND BEHAVIOURS

- Bachelor's Degree in Accounting, Finance, Commerce or Business Administration.
- CPA or ACCA Level II and above is an added advantage.
- Minimum 2-3 years' finance/accounting experience.
- Prior NGO experience is an added advantage.
- Experience using accounting software or ERP systems.

“SOS Children’s Villages has zero-tolerance for sexual exploitation, harassment, and abuse nor fraud and corruption, amongst other safeguarding aspects. We also provide equal employment opportunities to all employees & qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or class. SOS Children’s Villages complies with all applicable laws governing non-discrimination in employment.”

This position involves working with an INGO committed to children and human rights and is subject to strict safer recruitment checks. The successful candidate will be required to complete safer recruitment checks including police and reference checks to help verify their suitability to work for SOS CV. In addition to candidates’ ability to perform the duties of the post, in the selection process will be also explored the motivation and approach of the candidate to safeguarding.

HOW TO APPLY

All Applications must be sent **electronically** as one **Single PDF Document** not exceeding eight pages to: jobs@sosuganda.org by **20th August 2026**

Include in your application letter:

- Gross salary request,
- Contact details (email and telephone) of 3 professional reference persons.

Applications that are late, do not have CV or certificates or exceeds eight pages or electronically submitted as images will be disqualified. **Only shortlisted candidates will be contacted.**

If you do not hear from SOS by 30th October 2026, your application has not been successful.