



VACANCY ANNOUNCEMENT (Job Ref: **SOS-UG/JOBS/2023/12**)

SOS Children's Villages is an independent, locally registered, child-focused, social development non-governmental 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 60,000 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, (institutional and corporate agencies) including; Norwegian Agency for Development Cooperation (NORAD), Austrian Development Agency (ADA), Grieg Foundation, ERIKS Development Partner, USAID/Bantwana World Education, European Union, AVIS Foundation, BMZ–Youth Can, Brand Charity, USAID/Uganda Private Health Support Program (UPHSP), Terre des Hommes (TDH), Stanbic Bank Uganda, DHL – Go Teach, Madhvani Group of Companies. SOS Children's Villages Uganda is seeking qualified candidates to fill the following position;

FINANCE VOLUNTEER - KAMPALA (1)

JOB SUMMARY

The Volunteer shall render **Volunteer services** in the Finance department at National Office (Kampala) for a period of three (3) months.

KEY TASKS & RESPONSIBILITIES:

- a) Support the Audit process by retrieving and scanning of finance documents for the Audit process.
- b) Filing of Payment Vouchers according to the SOS Filing system.
- c) Stamp all Payment Vouchers
- d) Follow up with clients & suppliers to share proof of payments (Receipts)
- e) Provide general accounting support.
- f) Update financial spreadsheets with daily transactions.
- g) Attention to detail, with an ability to spot numerical errors
- h) Any other clerical work as may be assigned.

REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCES:

Essential

- Bachelor's Degree in any Finance / Accounting related course
- Experience in Finance / Accounting related work will be an **added advantage**

SOS Children's Villages Uganda is committed to keeping children safe from all forms of violence and abuse. Therefore, our selection process will include rigorous background checks at different levels.

HOW TO APPLY

If you believe you are the right candidate for this position, only electronic application are accepted. 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 Sunday, 2nd July 2023:**

To The Head of Human Resources and Organisational Development

SOS Children's Villages Uganda
Plot 11, Luthuli Drive - Bugolobi
Kampala, Uganda

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