



## **JOB ADVERT**

### **FINANCE OFFICER**

Forum for Women in Democracy (FOWODE) is a national women's non-governmental organization based in Kampala. FOWODE seeks to recruit a Finance Officer stationed at Head Office in Ntinda, Kampala.

#### **Job Purpose**

To be part of the team responsible for maintaining an efficient and accurate Accounting function.

#### **Roles and Responsibilities**

- Ensure financial transactions of the organisation are in conformity with approved accounting and budgetary control systems and procedures.
- Prepare monthly, donor and other financial reports.
- Manage and co-ordinate periodical payment of statutory deductions and filing of statutory financial returns.
- Support in the preparation of both donor and institutional audits.
- Assist with budget development during proposal writing.
- Manage and update the Asset register as per the policy.
- Supervise the Finance Assistants.

#### **Educational Requirements / Qualifications**

- Bachelor's Degree in Finance, Accounting, Business Administration, Commerce or other related field.
- A professional accounting qualification such as ACCA, CPA, will be an added advantage.

#### **Experience**

At least 3 years' relevant experience working in the field of accounting and finance in an NGO environment. Experience working on EU, USAID and UKAID projects will be an added advantage.

#### **Skills and competencies**

- Knowledge of accounting and bookkeeping terminology and practices.
- Proficiency in relevant computer applications and databases, and hands-on experience in the use of accounting software (e.g., Quick Books, Pastel, Sun, etc.)
- Excellent knowledge of computer usage including Microsoft and Excel.
- Ability to compare data from a variety of sources for accuracy and completeness.
- Ability to understand and apply accounting guidelines, system updates and revisions and policy changes.
- Excellent attention to detail with good record keeping skills.
- Ability to work well in a team with excellent interpersonal and communication skills
- Ability to work under minimum supervision and meet deadlines.

- Exemplary and honest with a high level of integrity.

All suitably qualified candidates are encouraged to apply and submit their cover letters, a detailed curriculum vitae and copies of relevant academic documents to [hr@fowode.org](mailto:hr@fowode.org).

***Applications should be sent not later than Friday, 27<sup>th</sup> May 2022 at 5.00pm. Please ensure that your attachments do not exceed 5 MB.***

***Please note that only shortlisted candidates will be contacted.***