



VACANCY ANNOUNCEMENT FOR A VOLUNTEER

Forum for Women in Democracy (FOWODE) is a national women's nongovernmental organization based in Kampala. FOWODE seeks to recruit a Volunteer to be, stationed at Head Office (Finance Department), Kampala.

Job Purpose

The Volunteer is responsible for supporting the maintenance of an efficient Finance and Administration function. She will also support in the smooth running of the FOWODE Pamoja SACCO.

The Volunteer will be responsible for supporting the department in the following;

- Managing accountabilities
- Manage filing of Accounts department
- Write payment vouchers for approved payments
- Prepare approved payments
- Bank cash and cheque deposits
- Stores Management, fuel management, petty cash management
- Support in beyonic payment processes
- Support in the administrative tasks such as photocopying, scanning and uploading documents.

FOWODE SACCO Management

Ensure that FOWODE SACCO is fully registered and compliant.

- Attract and register new members for the SACCO.
- Receive payments for registered members.
- Update books of accounts.
- Ensure that the SACCO members' register is organized and regularly updated.
- Support in organizing, planning meetings with partners and beneficiaries.
- Coordinating and take meeting minutes during SACCO meetings.
- Ensure safe custody of SACCO receipt books/books of accounts and any other project documents.
- Support in preparation of monthly, quarterly, and annual reports.
- Coordinating SACCO committee meetings and events

Educational requirements

- A minimum of a Diploma in Accounting and Finance
- A degree in Accounting and Finance, Bachelor of Commerce, Micro Finance will be an added advantage
- At least 1 year experience in the use of financial systems, preparations of budgets and financial reports

- Experience working with non-governmental organizations is an added advantage

Experience, skills, and abilities

- Excellent knowledge of computer usage including Microsoft and Excel skills.
- Ability to compare data from variety of sources for accuracy and completeness.
- Ability to meet schedules and deadlines.
- Ability to communicate effectively.
- Excellent attention to detail.

Interested individuals should send their applications including their curriculum vitae with contact details of three professional referees and copies of academic documents to hr@fowode.org

The deadline for submission of applications is **Thursday, 8th December 2022**. Only shortlisted candidates will be contacted.