

Assistant Accountant Payables and Advances

Location: [Africa] [Uganda]

Town/City: Kampala

Category: Finance

Job Type: Fixed term, Full-time

Back ground

World Vision Uganda (WVU) is a Christian relief, development and advocacy non-government organisation dedicated to working with children, families and communities to overcome poverty and injustice. We currently work in 43 districts and have 48 Area Programmes implementing projects in health & nutrition, water, sanitation & hygiene (WASH), livelihoods & resilience, education and child protection. World Vision (WV) is committed to the protection of children and adult beneficiaries from exploitation and abuse and will not employ people whose background is not suitable for working with these beneficiaries. All employment is conditioned upon the successful completion of all applicable background checks, including criminal record checks where possible.

Due to expansion in scope of our programmes, we are now seeking for a qualified and passionate individual willing to share in our vision and join the team in the following role.

Position: Assistant Accountant, Payables & Advances

Report to: Senior Finance Officer, Payables and Cash Management.

Location: Kampala National Office

Purpose of the position:

The role of The Assistant Accountant is to maintain and control the completeness and accuracy of the financial system and records of advance requests/accountabilities and support month end reconciliation and reporting of staff accounts in sun systems and concur.

Key Outputs/Responsibilities.

- Check staff travel/activity advance payment requests, identifying unrealistic requests, and suspicious accountabilities.
- Process /issue staff advance transfers in a timely manner
- Perform posting of all staff advances and accountabilities to the GL and share point including regular account allocations.
- Monitor and perform weekly reconciliation of advances and ensure aging is well managed as per WVI policy.
- Prepare and submit monthly reports for management review
- Provide technical support to the Field Finance officers on management of advances
- Support SFM and SFO reporting & analysis in orienting the new staff on management of activity advances.

Qualifications: Education/Knowledge/Technical Skills and Experience.

- Bachelor's Degree in Business Administration, Commerce, and Accounting.
- At least 2 years relevant technical and business work experience
- Previous working knowledge and experience of SUN accounting software

- Knowledge of NGO donors and their financial reporting requirements
- Ability to set and meet deadlines including strong ability to manage multiple tasks to completion and with set deadlines.
- Excellent computer skills with high proficiency in Microsoft excel.
- Good interpersonal and communication skills.
- Positive attitude and attentive to detail
- Strong ability to be able to manage and prioritize multiple task
- Experience of working in the field (communities)
- The position requires ability and willingness to travel domestically when required.