

# Accountant Reporting

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:** Accountant - Reporting

**Report to:** Senior Finance Officer - Reporting

**Location:** Kampala National Office

**Purpose of the position:**

The Accountant will provide accounting and financial analysis support to the organization and ensure submission of financial reports based on WV reporting deadlines.

This position will work with guidance from Management to ensure completeness and accuracy of the financial information in sun systems, contribute to monthly & annual reporting, tax compliance and provide full accounting service in reporting of all transactions accurately and on a timely basis.

### **Key Outputs/Responsibilities.**

#### **Financial management:**

- Review receivables ledger and reconcile with the annual management accounts. This is done through ensuring that all the accounts are amortized at the end of the month and any balances are fully accounted for.
- Payroll management for expatriates by ensuring that all necessary statutory deductions are made and the same is then posted in Sun System with the right coding.
- Management of all Direct funding, GC funding and any other income received by World Vision Uganda through ensuring that it is posted on the right accounts on a timely manner.
- Review of all NO CDV's, Journals and other adjusting entries before sending them to Shared services for Posting to Sun system and posting of End of Month Journals in Sun System after the cutoff date.
- Compute net pay and reconcile the account on a monthly basis to ensure that the necessary postings are done on a timely basis.
- Carryout Account allocation for all tax accounts i.e. WHT, LST, PAYE and NSSF by ensuring that all the amounts are properly matched.

- Reconciling the WHT account on a weekly basis and support in payment and filing monthly statutory deductions with the respective government authorities.
- Other technical support on tax i.e. responding to queries and supporting on review of contracts and highlight any issues for discussion with Management.

### **Financial reporting:**

- Posting CDVs, journal vouchers in sun systems
- Posting ledger import files to share point
- Post all adjusting entries & send all the other Journals using Ledger Import Template through SharePoint Platform

### **Risk management:**

- Stamp all journal vouchers with “paid and posted stamp.”
- Archive all vouchers for regular audit and review processes.

### **Tax compliance**

- Keep management records through ensuring that documents are well filed and stamped so that they can easily be accessed in case of any audit.
- Support during tax audit by providing the required reports and supporting documents on a timely basis.
- Providing other technical support on tax i.e. responding to queries and supporting on

review of contracts and highlight any issues for discussion with Tax Accountant.

- Monthly compilation of NSSF, WHT and PAYE for review and approval by the Tax advisor.

**Qualifications: Education/Knowledge/Technical Skills and Experience.**

- Bachelor's Degree in Business Administration, Commerce, and Accounting.
- Full/partial professional accounting certification in ACCA, CPA etc.
- At least 3 years relevant technical and business work experience.
- Will have knowledge of NGO donors and their financial reporting requirements
- Previous working knowledge and experience of accounting system preferably SUN accounting software,
- Excellent computer skills with high proficiency in Microsoft excel
- Good analytical and reporting skills
- Excellent interpersonal and communication skill
- Experience of working in the field (communities)
- Tax knowledge and experience,
- Strong desire to develop or change processes to improve efficiency
- Strong teamwork skills essential

- The position requires ability and willingness to travel domestically when required