



Accounts Assistant -Job Advertisement

1.0 About RCRA:

Rwenzori Center for Research and Advocacy (RCRA Uganda) is a Ugandan National Non-Governmental Organization that has worked in Uganda since 2010 as a local African-led organization. RCRA Uganda is now registered as a Ugandan Non-Governmental Organization with headquarters in Naalya- Kampala and regional office in Kasese district, western Uganda. RCRA Uganda is classified by the United States Internal Revenue Service (IRS) as a foreign public charity. RCRA Uganda aspires to contribute towards Uganda's Development and Humanitarian Responses for vulnerable families in rural and peri-urban communities.

RCRA is seeking applications from suitably qualified Ugandans to fill the position of an Accounts Assistant at RCRA.

Job summary:

To assist the Finance and administration Officer in observing prudent and objective financial reporting and accountability of existing resources/funds.

JOB DETAILS:

Job Title:	Accounts Assistant
Reporting to:	Finance and Administration
Duty station:	Kampala with frequent travels.
Application deadline	17 th May 2023
Contract duration	2years renewal

2.0. Duties and Responsibilities

- Ensure that all financial transactions conform to the agreed sound financial management system (Financial Manual) and where necessary advise the head of department to review existing policies.
- Prepare payment vouchers for approved transactions, raise checks for review by the Finance and Administration Officer and approval by the Chief Executive Officer, and advise the head of department on further action to complete the transactions.
- Support the total adherence to the financial system by all staff and partners. In particular, ensure proper utilization of accountability of all organizational money that has been entrusted to all staff and other persons or organizations.
- Full participation in budgeting and projecting processes, participates in planning and budget consolidation by providing supporting documents and facilitating other staff.

- Support timely compilation, submission of draft accounts postings and reports any challenges to the Finance and Administration Officer to support management reports to key stakeholders in time.
- Ensure all interorganizational transactions (receivables and payables) posted and properly classified and all receipt for claims from different projects filed and ready for presentation whenever requested.
- Periodically update staff of their request status, process the advance and ensure timely payment of the advance that are approved and communicate any challenges thereof.
- Update staff on the overdue amount of the advances for immediate settlement and get recommendation for any challenges to support management decision.
- Support the filing of statutory obligations such as NSSF, LST and P.A.Y.E taxes with the relevant authority and give feedback of any challenges thereof.
- Process payment of salary and ensure deposit of staff salary to their respective accounts, pay slips issued to staff and respond to feedback thereof.
- Asset management – Ensuring all assets are labeled, well maintained and up to date register, deployment and disposal.
- Process all bank transactions, pay as approved to the payees, and collect all supportive documents.
- Reconcile all bank and cash accounts monthly.
- To enforce credit control, planning, and budget control and tracking
- Preparation of timely financial reports.
- Contribute to publicizing RCRA products and services, locally and internationally by sharing needed data and records with relevant RCRA officers in a timely manner.

Any other duties assigned by management.

2.1. Requirements: - Education, Skills and Experience

- Bachelors of Commerce or any other business-related degree from a recognized higher institution of learning.
- Minimum Work Experience of at least 1 years in a similar busy role preferably private sector.
- Knowledge and experience in using accounting software like Quick books, others.
- Excellent organization and administrative skills with attention to detail
- Thorough knowledge and understanding of the accounting principles, practices, standards, and laws & regulations
- Proficiency in analyzing and manipulating huge volumes of data

2.2. Key Competences

- Good interpersonal skills,
- Time management skills
- Excellent interpersonal and conceptual skills for promotion of economic and social development
- Ability to construct, interpret, critique budgets and track
- Good oral and written communication skills

Note:

- RCRA is committed to achieving workforce diversity in terms of gender, nationality and culture.

- Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply.
- All applications will be treated with the strictest confidence.

3.0. Applying Instructions

Suitably qualified Ugandans should submit:

- An application letter.
- A curriculum Vitae / Resume
- Copies of academic Transcripts
- Copies of National ID
- Names, contact numbers and addresses of three (3) professional references

To: The Executive Director-RCRA Uganda. Plot 601 Binazi Street, Naalya Estate. P.O. Box 24321 Kampala, Uganda. Or E-mail your application pack to : rcra@rcra-uganda.org