



Accountant Nakuwadde, Uganda

Action in Africa is looking for an Accountant to manage all financial transactions, from fixed payments, variable expenses, bank payments and budgets.

Accountant responsibilities include managing the financial activities of the organization, including bookkeeping, reconciliation and ledger reviews and calculating tax payments and returns. To be successful in this role, you should have previous experience with bookkeeping and a keen eye for spotting numerical mistakes.

Ultimately, you will provide us with accurate quantitative information on financial position, while ensuring we're compliant with all tax regulations.

Who We Are

Action in Africa (AIA) is a community-based organization whose mission is to advance the economic and personal development of community members in Nakuwadde, Uganda through greater access to education and other life-changing resources. Because AIA's programming has evolved in response to feedback from the community, the variety of programs and services we offer are as numerous as they are diverse. Our programming can be organized into three major initiatives: Primary Partnership Program, Community Programs, and Scholarships. Under each of these major initiatives are services designed for our dynamic community and its varied needs.



JOB PURPOSE:

- Compute and manage all accounting transactions of the organization
- Conduct regular inspections of the organization's inventory
- Ensure timely bank payments in compliance with the organization's policies on procurement
- Prepare and monitor budget forecasts
- Fill all tax returns and advise AIA on any tax obligations
- Report on the organization's financial health and liquidity
- Support the audit of financial transactions and documents

KEY RESPONSIBILITIES:

Strategy, Planning and Management

- Assess and evaluate financial performance of the Organization with respect to short- and long-term goals, budgets, and forecasts
- Contribute extensively to organizational development and growth strategies

Financial Management

- Lead accounting operations in accordance with IAS, GAAP and IFRS
- Develop annual organizational budget with Country Director, Operations Manager, Programs Managers, and other members of the senior management team
- Oversee budget tracking and monthly financial reporting, including preparation for weekly, quarterly, annual and any Finance/Administration and Board meetings
- Provide financial projections and statements for financial and operations reports
- Monitor and document financial policy implementation which may include but not limited to procurement processes, and foreign exchange rating.
- Ensure general financial compliance under the Ugandan laws with strict observation of statutory obligations towards URA, KCCA, NSSF and others
- Act on behalf of the organization as a banking agent and liaison officer to the bank.

Cash Management, Audit, Operations and Compliance

- Guide bookkeeping including A/R, A/P, reconciliations, and general ledger. Oversee office interest
- Accurately manage and account for grants, receivables, and restricted assets
- Oversee organization's cash-flow and work with Country Director, and Operations Manager, and other staff on managing the Organization's income and expenditures
- Calculate and pay month-end payroll and any 13th month payments including computation of the monthly taxes
- Coordinate external audits and agreed-upon-procedures annual audit requirements including bank regulations, tax filings, financial statements, and management recommendations

Stakeholder management

- Coordinate with the banks to troubleshoot on any issues that may present themselves as challenges to the smooth running of accounts.
- Regularly coordinate with potential and substantive service providers to ensure quality of services being provided.
- Carry out capacity building initiatives for staff on financial management, processes and procedures.

EXPECTED OUTPUTS:

- Computation and timely filing of tax returns of the organization.
- Efficient and effective school fees and stipend payouts for AIA's scholarship students and interns
- Ensuring the efficient and effective functioning of AIA's financial system
- Regular Inspections and maintenance of the organization's assets.
- Regular reports to management
- Monthly running staff payrolls in accordance with the Human Resource and Financial Manual.
- Support the procurement of goods and services by providing advisory services in relation to the procurement policies of AIA.

COMPETENCIES:

Technical Competencies

- Knowledge of QuickBooks
- Taxation and fiscal accounting
- Budgeting
- Grant/External funds Accounting
- Financial reporting and analysis
- Payables and receivables accounting
- Book-keeping and book-closing

Behavioral Competencies

- Accountability and Dependability: Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight
- Transparency and Integrity: Earns others' trust and respect through consistent honesty and professionalism in all interactions
- Team spirit and collaboration: Promotes cooperation and commitment within the team to achieve the organizational goals and deliverables; Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect
- Detail-oriented and Thorough: Pays attention to details in order to ensure that all work is accurate and completed according to established protocol

- **Adaptability and Flexibility:** Adapts to changing needs, conditions, and work responsibilities.
- **Time-Management:** effectively and efficiently manages own time, priorities, and resources to achieve goals within deadlines
- **Follow-through and Initiative:** Works independently to complete tasks, shows initiative in flagging issues, and follows up with others to ensure that agreements and commitments have been fulfilled.
- **Proactive Communication:** Shares and receives information using clear oral, written, and interpersonal communication skills.
- **Diplomacy and Tact:** Maintains composure in challenging situations, and diplomatically handles interpersonal situations.
- **Employee Engagement and enthusiasm:** Demonstrates commitment to the job, colleagues, and Action in Africa's mission by acting in ways that further the accomplishment of its goals.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- A First Class or Upper Second-Class degree in accounting, finance, or other related fields is essential.
- Professional Accounting Certification - Certified Public Accountant (Uganda) or ACCA
- At least 4 years of relevant professional experience in the field of Finance and Accounting, preferably working with NGOs

REPORTS TO: Country Director/Director of Operations

TO APPLY:

- Visit www.actioninafrica.com/careers to fill out an online application online and upload your CV and cover letter
- Deadline for submitting applications: **Monday, April 17, 2023**
- Start date: **Tuesday, May 2, 2023**
- No phone calls or drop-in visits, please.