



CHAPTER FOUR UGANDA

JOB ADVERT: ACCOUNTANT

1.0. Position Details

- **Organisation:** Chapter Four Uganda
- **Job title:** Accountant (1)
- **Reports to:** Finance and Administration Manager
- **Location:** Kampala

2.0. Duties and Responsibilities

- a) Ensure the efficient management of Chapter Four Uganda's financial resources in accordance with internal policies and financial standards.
- b) Ensure that all Chapter Four Uganda financial obligations and statutory requirements are fulfilled, including requirements to funding partners and timely reporting to Donors and stakeholders.
- c) Participate in budget exercises including annual and programme specific budgeting.
- d) Ensure monthly budget monitoring for the organization.
- e) Liaise with the Finance and Administration Manager to participate in annual audit exercises, including preparation of necessary documentation.
- f) Ensure timely disbursement / payment of statutory dues e.g., NSSF, PAYE, as well as core costs e.g., salaries, utility bills and programme expenses
- g) Identify, recommend and participate on the review and update of organizational financial policies
- h) Ensure adequate record keeping of all financial data as per Chapter Four Uganda policies e.g., filing of vouchers, receipts and other documents.
- i) Ensure implementation and adherence to internal controls.
- j) Participate in project proposal writing i.e., design / review project budgets.
- k) Feed data in accurate manner in the accounting software.
- l) Ensure safety of the accounting information and risk management.
- m) Preparation of monthly reconciliation and budget Variance analysis.

3.0. Education and Qualifications

Essential	Desirable
Bachelor of Science in Accounting / Finance / Financial Management; Bachelor of Business Administration (Finance and Accounting); or other related degree program.	Partial or Complete Levels of ACCA, CPA, ACIS, CPE or equivalent.



4.0. Experience

- At least three years' experience in finance and accounting.
- Extensive experience in preparing and managing significant budgets with diverse streams of income and expenditure.
- Extensive experience in working with computerised accounting systems, preferably QuickBooks.
- Experience in designing and delivering finance, policies and systems.
- Experience in analysing financial data and communicating to non-finance staff.

5.0. Application Procedure

Interested applicants should submit their applications (cover letter addressed to the Ag. Executive Director, CV and academic documents) by email to info@chapterfouruganda.org or hand deliver to our offices at Plot 2 Wampewo Close, Kololo, Kampala not later than **Friday June 2, 2023**.