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| Job Title | PROJECT ACCOUNTANT | Duty Station | Kampala, Uganda |
| Employment type | Full time | Role balance guide | People: 20% Operations: 45% Technical: 35% |
| Role Purpose | You will be responsible for managing the overall finance operations the Project with a focus on budget tracking, expenditure monitoring, reporting, cash flow management, fixed payments and variable expenses. | | |
| Reports To | Finance and Administration Manager | Indirect Reports | None |
| Key External Relationships | <ul style="list-style-type: none"> None | | |

Key Duties and Responsibilities

- 1) Responsible for sustainable budgets management as per cash flow projection and in compliance with finance and procurement guidelines
- 2) Manage project funds including processing payments via petty cash and submission of approved payment requests to the Finance and Administration manager
- 3) Produce periodic reports for management
- 4) Monitor expenditure, forecast and report timely.
- 5) Prepare and Update Cash flow statements.
- 6) Ensure financial management and controls in relation to the project are in place and being followed.
- 7) Update Fixed Assets Register in system, ensuring appropriate accounting for fixed assets including proper treatment of depreciation.
- 8) Keenly verify expenditures and payments to vendors based on approved procurement plans and processes, purchase requisitions and purchase orders
- 9) Keenly analyse advances to staff, offices, and other receivables by month of origin; and make timely adjustments in the Advance Registers as per the finance system's generated listings and advance register in place
- 10) Responsible for proper archiving of financial documents.
- 11) Ensure consistent billing & financial reporting at project level by following best practices.
- 12) Review project budgets and work plans to guarantee appropriate fees.
- 13) Coordinate consultant payments.
- 14) Closely monitor account receivables and ensure collection.
- 15) Coordinate period project audits.

Team Contribution

- 1) Constructively contribute and collaborate with all colleagues
- 2) Deliver high quality outputs
- 3) Demonstrate compliance with all legislation and project policies and procedures

Values and Behaviour

Actively demonstrate the organisational values:

- **Integrity:** We stand up for what is right
- **Collaboration:** We are stronger together
- **Empowerment:** We make a difference

- **Action:** We focus on results

Health, Safety and Wellbeing

- 1) Adhere to all health and safety policies and procedures of the project and take all reasonable care that your actions or omissions do not impact on the health and safety of others in the project

Confidentiality

This position requires the highest level of confidentiality hence you will be required to sign a confidentiality and non-disclosure agreement.

This job description defines the broad responsibilities of this position. Please refer to project work plans for more specific details of performance goal, objectives, targets and indicators.

| Person Specification | | |
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| Qualifications & Experience | <p>Essential:</p> <ul style="list-style-type: none"> • Bachelor's degree in Business Administration, Commerce, Finance & Accounting • ACCA, CPA or a related will be added advantage. • Proficiency with accounting software e.g. Quick Books, Sun System, etc. • Significant knowledge and experience of all core financial management activities including accounts payable, cash management, budget development, Statutory requirements and standard accounts • At least three years' experience in project Accounting. | <p>Desirable:</p> <ul style="list-style-type: none"> • Experience with financial reporting requirements • Good financial management skills, systems set up & development. • Experience in complex accounting and finance systems including reporting, budgeting, audit and compliance. • Knowledge of Tax laws and systems in Uganda • Aged between 25 to 30 years. |
| Skills & Attributes | <p>Skills:</p> <ul style="list-style-type: none"> • Proficiency in numeracy skills and good computer skills (Excel Especially, Word) • Ability to prioritise work issues to meet deadlines with minimal supervision and adjust to constantly changing situations while maintaining focus on delivery and follow-through • Good analytical and conceptual thinking skills with proven proactive approach • Ability to lead and motivate others, strong self-awareness and flexibility • Ability to work creatively, effectively and under own initiative • Planning and organizing skills • Keen attention to details <p>Attributes</p> <ul style="list-style-type: none"> • Good verbal, written and interpersonal communication skills • Ability to establish critical working relationships • Ability to work in a multicultural diverse environment and under pressure | |



TRANSPORT, HUMAN RESOURCE
& COMMUNICATIONS SOLUTIONS

**JOB DESCRIPTION
PROJECT ACCOUNTANT**

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| | <ul style="list-style-type: none">• Demonstrated ability to adhere to strict confidentiality involving internal/ external information.• Ability to work independently and as a member of a team with minimal supervision. |
| Other | Essential: <ul style="list-style-type: none">• Preparedness to undergo a police check• Availability to travel domestically if required• Ability to work flexible hours.• |