



BUILDING HOPE UGANDA – BHU

Restoring Hope to Vulnerable persons and Communities in Uganda

VACANCY ANNOUNCEMENT

Building Hope Uganda (BHU) is a Voluntary Non-Governmental Organisation with the Vision of “Restoring Hope to vulnerable persons and communities in Uganda.” BHU aims at transforming the lives of poor and less privileged women, children and marginalized groups in the grappling communities of Uganda in the areas of health, nutrition, education and livelihoods. BHU is seeking to recruit Professional Volunteers to fill the following position in Hoima as per details specified below:

Position Title: Accountant

Reference No: BHU/V-006/Acc/2020

JOB SUMMARY

The Accountant performs a supporting role to the Finance department in managing and reporting financial information for BHU in accordance with the generally acceptable finance/accounting practices and monetary controls in place and reserving records of all revenue and expenditures of BHU.

JOB RESPONSIBILITIES

DUTIES:

- Examine bank statements and reconcile them with the general ledger entries
- Examine expenses submitted by employees and provide necessary guidance and support.
- Keep an eye on incoming payments from accounts receivables and outgoing payments from accounts payable
- Gather and analyze data collected in determining the financial state of BHU and understanding areas where the organization is generating or losing revenue.
- Examine the proficiency and use of accounting software programs used to organize data
- Generate accurate and standard financial reports that display the organisation’s profit, equity and cash flow
- Review on-start accuracies and provide signature for approval/disapproval of financial requests and other financial documents and guide staff accordingly.
- Provide financial oversight of the district program and ensure accurate and timely completion of all financial accounting routines and reports.
- Support the finance department in budget development, control and monitoring
- Preserve records of all revenue and expenditures of BHU at the field office
- Shall ensure that generally accepted finance/accounting practices and monetary controls are in place and adhered to by all entities.
- Keep an overview of the finances of the organization providing proper monitoring and effective utilization of BHU funds t field office
- Shall work with the HR&Admin department in administering all benefits and allowances for staff at field level
- Shall be the custodian of the office main safe at field level and ensure all cash is protected at all times.
- Shall monitor the cash book register at all times and produce monthly cash reconciliations, and /or when necessary.
- Follow up financial requests and related administrative requirements in accordance with BHU policies and procedures.
- Shall verify amounts and codes on various requisition forms for accuracy before any payment is made.
- Ensure payment of all BHU money into the authorized bank account as soon as it is received.



- Present certified financial statement and bank reconciliation statement and deliver to the Financial Aid Manager a statement of the organization's financial position regularly and as required.
- Prepare audit requirements to enable a favorable environment for the audit exercise.
- Shall ensure that all payments either by cash or cheque are made with the approval of the authorities in place.
- Handle monthly, quarterly, and annual closings
- Compute taxes and prepare tax returns
- Keeping the departmental head regularly informed of the financial position of the organization; the income and expenditure in comparison with the existing budget(s).
- Shall also perform any other duties as assigned by management.

EDUCATION & OTHER BACKUPS

- A Diploma in Accounting, Finance or a related qualification from a recognized institution.
- A Bachelor's degree in Accountancy, Business Administration or a related qualification from a recognized institution preferred but not a must.
- Relevant certificates in the above field also an added advantage
- Registration with a professional body an added advantage.

EXPERIENCE

- At least 1 year work experience in accounting or related field
- Excellent knowledge of accounting regulations and procedures including the generally accepted accounting principles (GAAP)
- Hands on experience with accounting software
- Experience with general ledger functions/book keeping procedures
- Strong attention to detail and good analytical skills
- Experience working with NGOs
- Experience working in volunteer operations

KNOWLEDGE, SKILLS & ABILITIES

- Must be willing to Volunteer, able to support BHU's vision, mission, core objectives and values.
- Ability to proofread requisitions and other financial documents to a high standard.
- Able to efficiently work under pressure.
- Able to in-put data accurately and efficiently
- Good working knowledge of accounting software and computer applications like Micro Soft Office packages
- Ability to cope and adopt to new environments
- Ability to maintain highly level of confidentiality
- Should be self-motivated
- High level of integrity
- High level of numeracy and analytical ability
- Ability to work effectively with minimal supervision
- Ability to multitask and work with various teams
- Excellent time management



HOW TO APPLY:

1. Interested Volunteer applicants who meet the criteria should email their Volunteer application letters, CV with three work related referees, academic documents and certificates with a Copy of National ID to: info@buildinghopeuganda.org
2. Indicate what motivates you to volunteer with BHU in your cover letter
3. Submit your application in either MS Word (.doc) or Adobe Acrobat (.pdf) file types NOT Exceeding 3MBs
4. Indicate clearly position applied for and reference number in the email subject line
5. Only shortlisted candidates will be contacted. BHU is an equal opportunity Employer.

DEADLINE FOR APPLICATION: 30th June, 2020