

UGANDA ALCOHOL POLICY ALLIANCE (UAPA)

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Date: 10th August 2023

Call for Application

Duty Station:	Kavule, Bwaise- Kampala
Application Deadline	Friday 8th Sept 2023
Type	Part Time
Language	English
Position:	Finance Officer.

Background:

Founded in 2011, the Uganda Alcohol Policy Alliance (UAPA) is a network of Civil Society Organizations (CSO) working to address and reduce alcohol-related harm in Uganda through advocacy for effective policies. We engage legislative and executive actors such as Members of parliament and key government bodies (Ministry of Health (MoH), Ministry of Trade and Industry, (MoTIC) and Civil Society in this advocacy agenda. UAPA operates at the National level while the member organizations operate at District and Community Levels.

Job Description & Responsibilities

- i Ensure that all financial transactions are carried out and recorded in accordance with UAPA, 's procedures and policies.
- ii Prepare cheques or on-line payments for review by the coordinator in compliance with UAPA 's and donor policies and regulations, with correct supporting documentation.
- iii Prepare all required annual returns and prompt settlement of statutory and other payroll deductions i.e. PAYE, NSSF, LST, Withholding tax, GPA, etc.
- iv Prepare monthly accounts for review by the treasurer at the start of every month ensuring accuracy of the data and discuss project performance with the Project Coordinator monthly.
- v Do proper Cash flow management, and monthly reconciliation for UAPA accounts, Reviewing any travel expense reports (TERs) for accuracy before they are approved. Ensuring proper book of accounts are kept and maintaining a sound archiving (filing and retrieval) system.
- vi Handle all financial correspondences with the regional office.
- vii Prepare and submit financial reports for review before the due date for audit and facilitate the annual audit exercise.
- viii Promptly follow-up and adjust monthly and interim donor reports based on feedback from the coordinator or finance committee.

- ix Preparation of monthly, quarterly, and annual financial reports to be shared with the programs team, donors and the Board.
- x Prepare Quarterly donor reports with the coordinator and point out areas with financial risks in line with donor conditions for the management to take proactive corrective action.
- xi Receive, review, and register all staff timesheets, ensuring they are correctly filled at the end of each month.
- xii Contributes significantly to the ongoing process of continuous improvement of the financial management system and the internal control.

2. Budgeting

Support in budget phasing and realignment, Support in production of budget monitoring information (PMS) and review with the budget holders and project team.

- . Any other reasonable duty assigned by UAPA treasurer.
- Ensure payments are made and funds or cash are received appropriately.
- Maintain cashbooks and accounts records and ensure coding is accurate.
- Preparation of monthly payroll.
- Ensure that UAPA meets all URA, NSSF and other statutory/legal requirements from time to time.
- Provide financial advice by studying operational issues, applying best financial principles and practices.
- Provide support for the development of appropriate financial systems and help all staff to understand and work with them.
- Provide support to the office in all other financial matters.

Qualifications, Skills, and Experience

The ideal candidate for the Finance Officer vacancy must have:

- Bachelor's degree in Accounting and Finance, or a Bachelors degree of Commerce, Any degree with a major in Accounting or Finance, or a Degree in Business Administration and any other related field.
- Three years' experience in finance and administration preferably in an NGO setting.
- Good working knowledge of Microsoft Office, and QuickBooks.
- Proven capacity to prioritize tasks, plan and organize individual efforts to meet objectives and deadlines.
- Excellent interpersonal and communication skills, and experience in working with a partner-based approach.
- Ability to analyze interpret and present financial reports.

How to apply:

All suitably qualified and interested persons should send an application letter and curriculum vitae including telephone and email contacts of three referees including current/most recent employer.

The applications should be sent to:

The Human Resource Manager

Uganda Alcohol Policy Alliance (UAPA)

Email: **info@uapa.or.ug** or thinkbigdreambig@yahoo.com and copy

afaayojoephine@gmail.com

Please indicate the position in the subject line.

Please note that only emailed submissions to the above address will be accepted.