



Job Advertisement

Location : Kampala Office
Application Deadline : 10-June-22 (19:00HRS)
Type of Contract : Service Contract
Post Level : Middle
Starting Date : 16-June-2022

Duration of Initial Contract : 8 months

Back ground

Uganda Child Rights NGO Network (UCRNN) is a coalition of child focused organizations including community based, national and international organizations working for the welfare and the rights of children in Uganda. UCRNN envisions a society where children's rights are realized and exists to promote a coordinated action for the promotion and protection of children's rights in Uganda.

Established in 1997 to spearhead the writing of the NGO Alternative report to the Government of Uganda Report to the UN Committee of Experts on the Rights of the Child, UCRNN has over the years expanded its membership and scope of programs to include collective advocacy, research and capacity building.

Safeguarding:

UCRNN is an organization that make sure their employees, operations, and programs do no harm to children, young people, and adults at risk, meaning they do not expose them to the risk of discrimination, neglect, harm, and abuse, and that any concerns the organization has about their safety within partners and the communities in which they work, are reported to the appropriate authorities.

It is also the responsibility of UCRNN for protecting its employees and volunteers when they are vulnerable or at risk of harm or abuse.

Job Title: Project Accountant

Reports to: Finance and Administration Manager

Major Responsibility

To support the Finance and Administration Manager in maintaining an efficient, reliable and up-to-date finance management system in order to facilitate the work of UCRNN

Specific Tasks

- i. Support Annual, quarterly and project budgeting processes

- ii. Maintain accurate and up-to-date books of prime entry and ensure proper documentation of all transactions.
- iii. Process payments and disbursement in compliance with established procedures and internal control processes.
- iv. Undertake banking activities and operations
- v. Manage the petty cash system
- vi. Ensure regular and periodic reconciliation of all accounts
- vii. Produce internal financial management reports including; cash flow statements, income and expenditure statements and balance sheets.
- viii. Monitor and report on the financial performance and status of projects budget lines.
- ix. Monitor and track funding disbursements from development partners
- x. Produce timely and accurate reports for development partners based on pre-agreed formats
- xi. Support the internal and external audit processes
- xii. Support the Finance and Administration manager in building the capacity of staff and partners in financial management
- xiii. Undertake any other function as may be delegated by the Finance Manager.

Academic Requirements:

- A Minimum of a Bachelor's degree in Commerce, BBA specializing in accounting.
- Level III professional qualifications in accounting CPA or ACCA are highly desirable.

Experience:

- At least three years in an accounting position in a busy organization
- Experience in managing and accounting for donor funds is highly desirable

APPLICATION PROCESS:

Candidates should submit application to: Executive Director, Uganda Child Rights NGO Network and send to admin@ucrnn.net. Please use subject heading: Ref: PACC. UCRNN.