



JOB DESCRIPTION

World Education Inc. Bantwana Initiative

Job Title:	Accountant
Reports to:	Finance Manager
Program/Project:	USAID/ICYD
Location:	Kampala, Uganda

Background

Since 1951, World Education, Inc. (WEI) has been working to improve the lives of the poor through education and social and economic development programs. The Bantwana Initiative of World Education, Inc. is a recognized leader in delivering integrated comprehensive interventions to improve HIV outcomes and the quality of life for orphans and vulnerable children (OVC) and families affected by HIV and poverty. Rooted at the grassroots level, WEI/Bantwana builds the capacity of communities, civil society and governments to coordinate and deliver integrated comprehensive services for vulnerable children and families while strengthening structures and service delivery across the HIV continuum of care.

The USAID Integrated Child and Youth Development Activity (USAID ICYD Activity) aims to improve learning outcomes, advance HIV epidemic control in Uganda, and ensure that children and youth have the opportunity to lead resilient, healthy and productive lives. The USAID ICYD Activity will deliver critical HIV/GBV/violence prevention and response services to children and youth and their families in communities, clinics, and schools. Within USAID's Journey to Self-Reliance Framework, USAID ICYD Activity will build the operational and technical capacity of four Ugandan Primary Local Partner (PLP) organizations to become direct recipients of USG funding within two years while strengthening government capacity to deliver core services to children within an integrated referral network and case management system. WEI/Bantwana is a leader in OVC programming and organizational capacity development in high HIV prevalence countries in southern and eastern Africa.

Applicants must be based and have a valid work permit to work in Uganda. *Qualified applicants should submit their CV and supporting materials to BantwanaICYD@ug.worlded.org with the position you are applying for in the subject line.*

Job Summary

The **Accountant** is a key member of the finance team. S/he will play a pivotal role in ensuring adherence to financial policies, activity policies and procedures, regulations, controls, and reporting systems. The Accountant will provide accounting and financial analysis support to the project and will ensure submission of financial reports based on internal deadlines. This position will work with guidance from the Finance Manager to ensure compliance of all contractual, accounting and financial reporting functions. Responsible for recording costs and day to day general accounting, accounts receivable/payable, payroll, assuring all backup documentation is audit ready, and troubleshooting accounting issues.

Key Result Areas:	Specific Responsibilities and Duties:
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Financial Reviews and Internal Control	<ul style="list-style-type: none"> The Accountant will ensure accountability, internal control development and enforcement as per the guidelines. Specifically, the Accountant shall be responsible for reviewing subcontractor invoices and staff advances submitted for reimbursement for compliance to operational and financial procedures
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	<ul style="list-style-type: none"> ● Review expenditure accountability documentation to ensure completeness, adequacy and full compliance with WEI and donor regulations ● In liaison with the Finance Manager, support partner organisations to build strong and sound financial management practices in compliance with the accountable subcontract agreements
<p>Financial accounting and reporting</p>	<ul style="list-style-type: none"> ● Manage working sub-contract ledgers in accordance with laid down procedures and posting financial transactions into QuickBooks ● Posting transactions in QuickBooks using appropriate general ledger codes and subcodes ● Preparing monthly bank and mobile money account reconciliation statements for review by the Finance Manager ● Send monthly accounts to the Boston Head Office including updated QuickBooks Database and supporting documentation ● Work closely with procurement management team for all approvals and purchasing of equipment and supplies ● Undertake other accounting functions such as reviewing staff advances, liquidations, preparation of VAT claims reports, and filing of VAT and Pension returns, as needed ● Preparing staff payroll and remitting statutory deductions on a timely basis. ● Conduct financial support to partner organisations in financial management skills ● Any other legally accepted duties and roles as may be assigned by the Finance Manager from time to time ● Participate in the internal procurement committee and provide financial technical guidance on procurement matters ● Review monthly fuel consumption reports, vehicle repairs and maintenance and asset registers
<p>Job Specifications</p>	<p>Minimum Qualifications A Bachelors’ degree or higher in accounting, finance, or a related field is required, plus ACCA or CIMA qualification.</p> <p>Experience 4+ years of relevant experience and progressive responsibility in finance and accounting; experience working on USAID-funded activities preferred.</p> <p>Specific Knowledge and Skills Required</p> <ul style="list-style-type: none"> ● Demonstrated leadership skills with experience in senior financial management position preferably with an International NGO ● Demonstrated knowledge of internal controls and audit processes (e.g. procurement, local subcontract agreements, etc.) ● In-depth knowledge of USAID contracts management and/or financial management rules and regulations

	<ul style="list-style-type: none">● Conversant with QuickBooks accounting package● Willingness to work as a team member, taking on additional tasks as needed to ensure the overall success of the project● High level of attention to detail, ability to multitask and work well under pressure● Strong analytical and interpersonal skills● Ability to work under pressure and in a culturally sensitive environment● Ability to work both independently and collaboratively as part of a team
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