



JOB OPPORTUNITY – ACCOUNTS ASSISTANT

Organization: The Uganda Association of Women Lawyers, FIDA Uganda

Job Title: Accounts Assistant (1 position)

Reports to: Accountant

Background:

The Uganda Association of Women Lawyers, FIDA Uganda is an NGO that promotes and defends human rights with an emphasis on women and children as beneficiaries. FIDA Uganda was formed in 1974 as the Uganda chapter of the International Federation of Women Lawyers with a primary objective of promoting the professional growth of its members and helping women access their rights. The FIDA Uganda Head office is located on Plot 4, Robert Mugabe Road, Mbuya, Kampala district.

Job Summary: The Accounts Assistant is responsible for providing support to the Finance department with accounting tasks which includes; payment processing, handle accountabilities, filing accounts documents.

Main Duties and Responsibilities;

- Payment processing and support, which will include; receiving of requisitions, processing and disburse the funds for implementation of activities in a timely manner
- Prepare donor financial reports and submit to Accountant for review in line with donor timelines
- Allocation of appropriate budget codes to the payment requisition
- Prepare donor financial report and submit to Accountant for review in line with donor timelines
- Provide assistance in the preparation of budgets, financial statements and other statutory reports
- Compile and avail documents for projects and institutional audits
- Filling of monthly statutory deductions (PAYE, NSSF, LST) and manage URA /FIDA accounts with the authority
- Filling of paid PVs per respective project and ensuring safety of documents
- Ensuring that all payment documents are stamped “PAID”
- Ensuring that the submitted accountabilities are attached to the PVs and verified by the Internal Auditor before posting
- Track expenses as they relate to specific projects and jobs
- Ensure timely implementation of the project activities so as to ensure that the donor expected burn rate is achieved.

Personal Specifications and attributes;

- Bachelor of Accounting, Finance, Commerce and any other related field.
- Possess at least 2 years’ experience in the related field.
- Must be computer literate
- Experience in using Quick books is added advantage
- Strong writing and reporting skills
- Strong Interpersonal skills



- Good Analytical skills
- High Communication skills
- Trustworthy and discreet when dealing with confidential information.
- Ability to multitask and remain motivated and positive.

APPLICATION PROCEDURE;

Candidates with the necessary qualifications and experience should submit their application letters, updated CV and copies of academic certificates to the HR department at tkarumba@steadmanglobal.com and copy hrdepartment@fidauganda.org

Deadline for applications is Wednesday 10th February 2021 at 5:00pm. While FIDA Uganda appreciates all Applicants, only shortlisted candidates will be contacted.