



1. Job Title: **Finance Assistant**

Reports to: Finance Officer

Responsible for: None

Other key relationships:

- Support Colleagues within NUDIPU
- External relations Government, Development Partners and Beneficiaries/clients, Members, Civil Society/ Private Sector

Job Purpose

To support the proper financial management and accounting function for NUDIPU resources including providing relevant financial information to the users.

Job summary

The job holder will support proper management and accountability of NUDIPU financial resources. S/he will be responsible for the basic bookkeeping, ensure timely payments of goods, works and services provided, capture data in accounting system and receive accountabilities for filing and filling of tax returns.

Main Tasks and Responsibilities

1. Ensure proper management of NUDIPU's financial resources

- 1.1 Ensure safety of NUDIPU funds and any other resources under your care are properly deployed and utilised.
- 1.2 Supervise petty cash management.
- 1.3 Guide NUDIPU staff to adhere to financial management policies and procedures.

2. Undertake financial transactions

- 2.1 Receive revenue and issue receipts.
- 2.2 Ensure timely payment of office supplies and utilities.
- 2.3 Receive all payment requisitions (Physical & Online).
- 2.4 Ensure that payment are within the approved budgets, right codes, donors and fully authorised.

- 2.5 Ensure that the fully processed payment documents are "STAMPED & FILLED" to the respective files.
- 2.6 Generate the payments (automated or manually).
- 2.7 Prepare payment vouchers and post to ledgers.
- 2.8 Provide support to procurement activities.
- 2.9 Prepare of monthly staff payroll slips and ensure that statutory deductions are filed and paid in a timely manner.
- 2.10 To collect and track membership fees including invoicing in liaison with the SFO.

3 Accounting and Financial reporting

- 3.1 Regular update of the Cashbook(s).
- 3.2 Supervise all petty cash transactions and carry out periodical cash count.
- 3.3 Post all financial transactions in the accounting system.
- 3.4 Reconcile the transactions from the system to the donor's format.
- 3.5 Support in preparing financial reports for donors.

4. Logistics/Procurement and asset management

- 4.1 Raise Local Purchase Orders (LPOs).
- 4.2 Participate in the development and update procurement policies and procedures.
- 4.3 Work closely with the procurement committee to support the procurement function.
- 4.4 Support logistics, procurement and security of NUDIPU's assets for safety (provide insurance, safe keeping, storage etc.).
- 4.5 Make fuel orders, payments and update of fuel bin cards.

5. Stores Management

- 5.1 Ensure proper receipt, storage and issue of materials.
- 5.2 Participate in stock taking.
- 5.3 Produce regular monthly stores reports and submit to supervisor.
- 5.4 Conduct annual stocktaking of all organizational assets and update an asset register.

Other Key Responsibilities

- Represent NUDIPU at various relevant events.
- Ensure that all activities are implemented in a gender sensitive manner.
- Plan and manage own workload in accordance with NUDIPU policies and procedures.
- Monitor the implementation of planned activities regularly and take action as appropriate.
- Ensure that resources under your care are properly deployed and utilised.
- Prepare and submit periodic reports on office usage and other issues for the attention and action of the FAM.
- Preparing for meetings and taking minutes during staff meeting.
- Effective management of administrative records and ensure central filing.
- Actively participate in planning, budgeting, M&E and reporting on NUDIPU activities.

- Offer support to other finance and programme staff whenever possible.

In addition to individual respective tasks, all NUDIPU employees are expected:

- To adhere to our organizational values and to actively promote their application amongst colleagues.
- To undertake tasks in a creative, self-driven and innovative fashion.
- To identify and implement additional tasks/ ideas of benefit to the organization (whether directly linked to one's job or not).

The attainment of the above will be reflected in the employee's appraisal, as well as the achievement of outputs, as described in above key responsibilities.

Person Specifications

Education

Minimum of Bachelor's degree in Commerce, Finance or Accounting, Business Administration with accounting option

Technical Skills

Knowledge of accounting standards, previous experience in using Accounting i.e. (Palladium, Pastel, QuickBooks) etc. software packages and other Microsoft office (Excel & word) application. Current on the statutory obligations and taxes.

Industry experience

Minimum of 1 year's experience in finance roles within a busy corporate organization and government with complex multiple reporting requirement and multiple donor reporting progressively. Experience of managing grants with a Programme budget of approximate USD 0.2 million.

Management skills

None

Personal qualities

Proactive. Continuous improvement mindset. Keen sense of ethics, integrity and commitment to NUDIPU's mandate. Attention to details and ability to work under pressure.

Communication and Interpersonal skills

Comfortable working in multi-cultural settings. Effective interpersonal skills to work with colleagues, stake holders and donors.

How to apply:

Qualified candidates should submit their applications, copies of academic transcripts and detailed CVs including contact addresses of 3 referees either electronically to; info@nudipu.org or hand delivered to NUDIPU head office

along Bukoto Kisaasi Road. Hard copies can also be sent through the organizational postal address P.O. Box 8567 Kampala addressed to the Chief Executive officer, by 3rd January 2022.

Note: Qualifying Persons with disabilities are encouraged to apply!

For detailed information, please visit us at website: www.nudipu.org/careers