



JOB DESCRIPTION FOR ACCOUNTS ASSISTANT

- Reports to Finance and Administration officer
- based in Kasese
- Performance based annual renewable contract
- Contract type: Local

Conservation and Demand Agency (CODEA), is an indigenous NGO registered in Uganda. CODEA envisions a self-sustaining society and our mission is to empower communities to achieve sustainable development. Founded in October 2010, CODEA operates in Western Uganda with strategic focus on four thematic areas including; nature conservation, socioeconomic empowerment and livelihoods, community health, and institutional capacity strengthening.

The Position

CODEA seeks to recruit one (01) Accounts Assistant on an annual performance based renewable contract. We are looking to hire innovative, committed, and dedicated professional, who is always willing to proactively push the boundaries, great team players and overall, persons of high integrity who understand the culture of radical accountability to our customers. The Accounts Assistant will be performing basic accounting processes including posting, preparing books of accounts, keeping custody of accounting transactions, maintaining records and reporting.

I. KEY OUTPUT

- Monthly, quarterly, and annual field financial reports are prepared and submit to the FA
- Monitor expenditure in respect of the budget, forecast and report timely
- Prepare payment vouchers and attach to the relevant documents
- Monitoring daily cash movement and answering any queries.
- Manage petty cash account (Ensuring daily petty cash count certificates and updated petty cash register).
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Ensure/enforce compliance with different grants/donor financial accountability and reporting requirements.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the FAO to approve.
- Responsible for usage, flow and filling of pre-numbered forms and documents during transactions.
- Keenly analyze advances to staff offices and other receivables by month of origin and make timely adjustments in the advance registers as per the finance systems generated listings and advance register in place
- Ensures that payments are being processed within the approved budget and have been authorized by the Finance and Administration Officer.

- Responsible for archiving financial documents
- Ensures that all payments are properly acknowledged by recipients and accounted for.
- Keeps organized records of accounts payables. Petty cash account is properly managed and accounted for.
- Reconcile invoices and identify discrepancies.
- Create and update cash expense reports.
- Prepare reimbursement forms.

II KEY FUNCTIONS

- Prepare monthly bank reconciliation.
- Performs any other duties as may be assigned from time to time.

III PERSON SPECIFICATIONS

Education, Skills and competences

- A minimum qualification of a Diploma in accountancy, Business Administration/ Business studies (Accounting option), from a recognized Institution.
- A certificate in accounting packages from a recognized institution is an added advantage.
- At least three (3) years of experience as an Accounts Assistant in civil society organization or private sector.
- Good knowledge of tax regulations in Uganda.
- Good knowledge of Public and Private Procurement and grants management procedures.
- Proficient in Excel, QuickBooks or any other accounting systems.
- Good communication and interpersonal skills.
- Planning, organizing and coordinating.
- Accountability.
- Public relations and customer care.
- Ethics and integrity; and Concern for quality and standards.

How to Apply; *should submit CV, and a cover letter addressed to the Director – CODEA, summarizing his/her working experience and ability to meet each of the qualifications for the position, copy of national ID, copy of certificates and transcripts and salary expectation for this position and two employment referees. Please send as a single PDF document to Mr. Muhindo Jonan Kom (jonankom@codeauganda.org and copy codea.uganda@gmail.com). Subject of your Email should be the Position you are applying for.*

Application Due Date: Thursday, March 16, 2023