



VACANCY ANNOUNCEMENT



Finance and Administrative Assistant-RECO Uganda

Deadline: 26th November 2020

Rakai Environmental Conservation Programme (RECO) seeks to recruit a Finance and Administrative Assistant to assist in the day to day activities.

RECO works to improve the quality of life of communities through sustainable environmental conservation and agricultural improvement initiatives. RECO is a Non-profit community-based organization registered at Kyotera District Local Government Authorities. It has an office at Sanje T/C, Kasasa Sub-County, Kyotera District.

For further information on RECO, consult the website at: www.recouganda.org

Role

Under the supervision of the Executive Director-RECO, the incumbent will be responsible for providing overall support to a comprehensive array of finance and administrative operations, such as cash management, budget management reports, documentation, and payments administration.

Key Responsibilities

Under the supervision of the Executive Director-RECO, the finance specialist will provide administrative support for the work of the office. More specifically he/she will:

1) Cash management.

- Prepare the monthly bank reconciliation and follow-up on any reconciling items.
- Prepare quarterly cash projections and seek the approvals before submitting for payment.
- Prepare monthly petty cash reconciliation and submit approved petty cash certificate including supporting documentation.
- Monitor expenses of the organization's account and ensure that invoices are submitted and paid on time

2) Reporting, budgets and workplans

- Ensure that expenses are coded correctly and charges to the correct project code

*RECO is an equal opportunity employer and strives for staff diversity. RECO does not discriminate.
NO FEE: RECO does not charge any fee at any stage of the recruitment process.*

- Liaise with team to obtain monthly report on time, review for accuracy, code and post in the system.
- Prepare monthly reports for the projects and submit to the Executive Director for review.
- Assist the Executive Director in budget proposal preparations.
- Coordinate with RECO team to monitor spend rate for project expenditures
- Report periodically on the status of budget implementation and propose possible revisions.

3) Payments, Record Keeping and Travel Management

- Ensure recording, up-dating and monitoring expenditure in accordance with RECO's internal control rules and procedures.
- Ensure that payments are fully supported as per RECO and funding partner policies
- Initiate the payment process and submit for approval
- Book the payments in the financial system, attach soft copy of the supporting documents and notify for the posting
- Keep stock of supplies, equipment and other RECO inventory
- File copies of the supporting documents and submit the scanned copies at the end of the month for filing.
- Maintain general office files, keep information and reference in a manner that allows easy retrieval
- Review advance requests for RECO team and in accordance with policy and ensuring that all expenses are supported by receipts and scanned copies attached in the financial system.
- Perform any other duties as assigned by the supervisor.

Essential qualifications and competencies

- At least a bachelor's degree in Business Administration, Accounting, Finance or related fields.
- Good accounting background.
- 1+ years of experience in a similar position or closely related field.
- Strong knowledge in budget management
- Wide knowledge and/or ability to adapt to financial operations for the not-for-profit sector
- Ability to work independently with little supervision, but also lead and participate as a team member in accomplishment of duties.
- Possess excellent interpersonal and communication skills, good judgment and a high level of respect for confidentiality
- Strong attention to detail and maintaining and communication skills, good judgment and a high level of respect for confidentiality.
- Strong attention to detail and maintaining a timely and efficient workflow.
- Strong interpersonal and analytical skills, excellent written and oral communication skills.
- High level of computer skills, ability to handle complex situations and high volume of information

Terms and conditions

This position is open and all benefits are denominated and paid in Ugandan Shillings. The initial contract will be for a period of one year, subject to a probationary period of three months and is renewable based on performance and availability of funds.

Applications: Please apply no later than 26th November 2020 by sending your application attaching a letter of application with names and contacts of at least three references, and a curriculum vitae, both in English to info@recouganda.org, and copy ugandareco@gmail.com . Female applicants are encouraged to apply.

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