



Transforming Lives Through Agribusiness

Job Advert - Finance Assistant

Job Title:	Finance Assistant
Job Grade:	KT6
Unit of Service:	Finance & Administration Unit
Reports To:	Accountant
Employment Category:	One Year Contract
Duty Station:	Kampala -Uganda

Purpose of the Job

- To process all Kilimo Trust financial transactions, keep track of KT budgets, preparation of financial reports for the donors and other stakeholders, ensure that financial procedures are accurately implemented and effectively support the audit process

Responsibilities:

- a) Review all financial commitments and payments requests to ensure compliance with Kilimo Trust Policies and procedures.
- b) Prepare weekly cashflow forecasts to ensure liquidity of the organization is maintained.
- c) Prepare investment analysis to aid in Investment decisions.
- d) Support the budget preparation process by preparing information that feeds into the organization and project budgets.
- e) Process all financial transactions in Odoo to enable accurate financial reporting and monitoring.
- f) Prepare timely and accurate monthly, quarterly, and annual financial and management reports.
- g) Maintain and regularly update and reconcile the general ledger accounts e.g accounts payables, accounts receivables, and payroll.
- h) Perform physical verification of Assets at least once per year to ensure that all assets are accurately recorded.
- i) Maintain and manage archiving of financial documents to safeguard financial records and audit trails.
- j) Prepare monthly payroll and all the related statutory returns.
- k) Reconciliation of KT all bank accounts and petty cash management
- l) Prepare Project timely financial reports as per donor agreements and reconcile the same to the designated bank accounts.
- m) Review of Grantees Reports and give timely feedback.
- n) Ensure that payments are dully acknowledged by all beneficiaries.
- o) Maintain the travel advance monitoring register to ensure advances are accounted for as per the set guidelines.
- p) Liaising with Internal and external Auditors as well as donor reviewers.
- q) Serve as bank agent on all the bank accounts of the Trust.
- r) Any other duties as may be assigned from time to time.

Key Performance Indicators

- a) Cashflow projections every Monday
- b) Bank Reconciliation by 5th of the subsequent Month
- c) Reconciled General ledger accounts on the 5th of the subsequent month.
- d) Monthly update of the project budget monitoring schedules shared by 5th of the subsequent month.
- e) Fixed Assets count by 30th November and 31st March every year.
- f) Submitted returns and paid statutory obligations by 10th of the subsequent month.
- g) Monthly reconciliation of supplier and receivable ledger - report shared with supervisor by 7th of the subsequent Month.
- h) Aged payables of less than 45 days.
- i) Aged receivables of less than 30 days

Competencies Required

- a) Bachelor's degree in accounting or related field.
- b) Level II of ACCA or CPA and related professional qualification is an added advantage.
- c) Expertise in MS Excel, MS Word, and other MS Office tools
- d) Proficiency in using computerized accounting software e.g., sage, QuickBooks, Tally, Odoo

Educational Qualifications and Experience Required

- a) Minimum of Three years' experience in a relevant Position in Non -Government Organization.
- b) Experience of working with Regional Organizations is an added advantage.
- c) Proven numeracy and financial analysis / planning skills.
- d) Understanding of donor financial policies and procedures.
- e) Experience in managing financials for USAID funded Programs is an added advantage.
- f) Experience in Grant Management

How to Apply

If you are the right candidate, please send your application letter with the following:

- ✓ An up-to-date CV, highlighting relevant skills and experience (presented in relation to each of the Responsibilities and each of the experience areas listed above).
- ✓ The names and contacts of three referees and a daytime contact telephone number of each of them.
- ✓ Copies of Academic Certificate and Transcripts for O' level, A' level - where applicable, Under-Graduate, Post-Graduate and Professional qualifications
- ✓ The names and contacts of your immediate supervisor(s) in the current job and two of your immediate previous jobs.
- ✓ Your daytime contact telephone number; and
- ✓ A statement and proof of current remuneration package

Please submit your application documents electronically to recruitment@kilimotrust.org

Address all applications to The Human Resource & Administration Manager, Kilimo Trust.

Deadline for application: Wednesday 24th May 2023

Only shortlisted candidates will be contacted.