



JOB DESCRIPTION

ACCOUNTS ASSISTANT

The Association for Strengthening Agricultural Research in Eastern and Central Africa (ASARECA) is a sub-regional not-for-profit intergovernmental organization comprising 14 member countries, namely: Burundi, Cameroon, the Central African Republic, the Democratic Republic of Congo, Eritrea, Ethiopia, Kenya, Madagascar, Republic of the Congo, Rwanda, South Sudan, Sudan, Tanzania and Uganda. The organization brings together researchers from the national agricultural research, extension and education institutions, the private sector, and other strategic partners, including Development partners to generate, share and promote Technologies, Innovations and Management Practices (TIMPs) to solve common challenges facing agriculture in the sub-region. ASARECA is strategically positioned to perform higher-level facilitative, supportive, coordination and advocacy roles to enhance sustainable agricultural transformation and economic growth in Eastern and Central Africa (ECA).

ASARECA wishes to recruit an Accounts Assistant to support the finance functions objectives on an Initial Contract basis for a period of two years, renewable subject to satisfactory performance, continued need and availability of resources. The job description of the Accounts Assistant is detailed below:

| | |
|---------------------------|--|
| Job Title | Accounts Assistant |
| Supervisor | Accountant |
| Department | Finance |
| Duty station | ASARECA Secretariat – in Entebbe |
| Job Summary | The Accounts Assistant shall workhand in hand with the Accountant and supports the Finance unit in ASARECA by performing administrative and clerical tasks and other support roles necessary to ensure accurate and timely maintenance of books of accounts and financial reporting. It is aimed at boosting the timeliness and efficiency of corporate financial reporting. |
| Job classification | This is a national position. Only Uganda Citizens can apply |

| | |
|---|--|
| <p>Duties and Responsibilities</p> | <ul style="list-style-type: none"> ⦿ Compile and analyze financial information to prepare entries to accounts, such as general ledger ⦿ Analyze Invoices, identify cost centers and enter data into the system ⦿ Prepare and generate system encoded accounting vouchers (i.e. bank payment. General journal, and Coding slips) ⦿ Review accounting and related system reports for accuracy and completeness ⦿ Preparation of statutory returns and filling them with the respective authorities ⦿ Preparation of Cash and bank reconciliations ⦿ Checking documents submitted to their validity, accuracy, completeness and correct errors and irregularities ⦿ Support processing and accountability of staff travel advances ⦿ Ensure all finance files are updated on a daily basis and that the relevant accounts documents are filled correctly and timely ⦿ Prepare cash budgets for expenditure for meetings ⦿ Any other duties that may be assigned. |
| <p>Competencies</p> | <ul style="list-style-type: none"> ⦿ Able to uphold and respect financial ethics and to conduct activities with integrity. ⦿ A team player who demonstrates patience, flexibility and honesty. ⦿ Be willing and able to meet tight deadlines including working long hours when required. ⦿ A self-starter, who is able to plan and manage his/her own work and takes initiative. ⦿ Be able to work in a multicultural environment |
| <p>Education/Experience</p> | <ul style="list-style-type: none"> ⦿ A Bachelor’s degree in Business Administration/Commerce, Finance/Accounting from a recognized Institution. ⦿ A minimum of 3 years related work experience in a busy accounts environment ⦿ Completion of at least Level 2 of ACCA/CPA qualification will be added advantage ⦿ Working knowledge of Financial Management in Donor funded projects is an added advantage ⦿ Knowledge of accounting software especially Sunsystem. ⦿ Good knowledge of Microsoft 365 (Word & Excel), Microsoft teams and SharePoint, email application etc. |
| <p>Closing Date</p> | <p>07 August 2022: 16:00hrs EAT.</p> |