



## **Call for applications for Finance & Administrative Officer and Finance & Administrative Assistant Vacancies**

<b>Duty Station</b>	Kampala
<b>Application Deadline</b>	December 30, 2016
<b>Type</b>	Full-time
<b>Language</b>	English

### **1. Introduction**

The Center for Policy Analysis (CEPA) is seeking to recruit for the following positions:

- Finance and Administration Officer.
- Finance and Administrative Assistant

### **2. Background:**

The Centre for Policy Analysis ([www.cepa.or.ug](http://www.cepa.or.ug)) is a think-tank in constant search of new, practical and cost effective policy alternatives that are capable of driving the development aspirations of the world. CEPA independently conducts public policy research, analysis and an advocacy with exclusive programming in parliamentary democracy. CEPA's flagship programme is the Parliament Watch Uganda ([www.parliamentwatch.ug](http://www.parliamentwatch.ug)), a virtual parliament of Uganda information portal and tracker that monitors the House on a regular basis and generates relevant data and information, on one hand, and expert analysis and review on the other. CEPA has established a strategic alliance with parliament of Uganda with interventions tailored at strengthening the mandate and operations of parliament's oversight function. CEPA envisions a more transparent, responsive and accountable Parliament, able to function effectively as a representative, autonomous, and strong pillar of democracy. As such it aims to improve the transparency, accountability and responsiveness of Parliament through strengthening the institution's internal structures and providing regular information, analysis and platforms for dialogue on legislative, budgeting and oversight processes in Parliament.

### **3. Finance & Administrative Officer**

#### **Job Description & Responsibilities:**

Finance

- Ensure that all financial transactions are carried out and recorded in accordance with standard financial procedures.
- Make payments & receive cash

- Maintain cashbooks and accounts records and ensure coding is accurate.
- Preparation of monthly payroll.
- Preparation of monthly financial reports to be shared with SMT and programs team & donors in liaison with Finance & Admin Manager.
- Preparation and review of budgets.
- Provide support for the development of appropriate financial systems and help all staff to understand and work with them.
- Provide support to the office in all other financial matters.

#### HR

- Ensure that all staff have valid contracts and job descriptions.
- Provide support for periodical review of salary scales.
- Provide support for the recruitment of all new staff.
- Ensure compliance with local labour law regulations on all staff matters.
- Provide support to the office in all other HR matters.

#### Administration, Logistics, Vehicle Management

- Provide supervisory oversight.

### **Qualifications, Skills and Experience**

The ideal candidate for the Finance and Administration Officer vacancy must have:

- Bachelor of Commerce degree with a major in Accounting or Finance
- Certified Public Accountant Part 2 (CPA 2) or its equivalent
- Three years experience in finance, administration, human resources and Logistics preferably in NGO setting.
- Computer skills Microsoft Office, Quickbooks
- Proven capacity to prioritize tasks, plan and organize your own efforts to meet objectives and deadlines.
- Excellent interpersonal and communication skills, and experience in working with a partner based approach.
- Eye for details and deadlines
- Ability to analyse interpret and present financial reports
- High levels of confidentiality and accountability
- Supervisory Skills

#### **4. Finance & Administrative Assistant**

##### **Job Description & Responsibilities:**

##### Finance

- Preparing payment vouchers and receipt vouchers.
- Maintain petty cash float and advance register.
- Provide support for the preparation of monthly payroll.
- Ensure that all financial records are properly kept.
- Provide support to the office in all other financial matters.

##### Administrative

- Manage the purchase, distribution, use, repairs and maintenance of all office equipment and furniture. Maintain asset register.
- Maintain all administration files.
- Receive, distribute, circulate and file all documents that come into the office.
- Provide support to the office in all other administrative matters.

#### Logistics

- Organise for procurement goods and services to support the office and its work..
- Oversee the stores for supplies and stationery.
- Ensure that all logistics paper work is properly completed and stored.
- Provide support to the office in all other logistics matters.

#### Vehicle Management

- Ensure that the office has vehicles appropriate to its needs for field trips.
- Provide fuel for all vehicles using the fuel card system.

#### HR.

- Provide support for the recruitment of all new staff.
- Maintain HR records, including staff lists, staff files and the leave register.
- Provide support to the office in all other HR matters.

### **Qualifications, Skills and Experience**

The ideal candidate for the Finance and Administration Assistant vacancy must have:

- Bachelor degree in a relevant field preferably BBA or BCom
- 2 years experience in finance, administration, human resources and Logistics preferably in NGO setting.
- Proven capacity to prioritize tasks, plan and organize your own efforts to meet objectives and deadlines.
- Excellent interpersonal and communication skills, and experience in working with a partner based approach.
- Eye for details and deadlines
- Computer skills Microsoft Office.

### **5. How to apply:**

All suitably qualified and interested should send an application letter and Curriculum Vitae including telephone and email contacts of three referees including current/most recent employer.

The applications should be sent to:

The Director

Center for Policy Analysis

Email: [info@cepa.or.ug](mailto:info@cepa.or.ug)

Please indicate the position in the subject line.

Please note that only emailed submissions to the above address will be accepted.

For inquiries related to this application, please contact;

Jacqueline Mukasa

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