

Call for applications for Finance Officer

Duty Station	Kampala
Application Deadline	September 23 2021
Type	Full Time
Language	English

1. Introduction

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

- Finance and Administration Officer.

2. Background:

CEPA is an independent public policy research, analysis, and advocacy think-tank. CEPA's advocacy agenda and body of work contribute to the formulation of public policies that support inclusive and sustainable development.

3. Finance Officer

Job Description & Responsibilities

- Effect payments and receive cash.
- Maintain cashbooks and accounts records and ensure coding is accurate.
- Preparation of monthly payroll.
- Ensure that CEPA meets all URA and other statutory/legal requirements from time to time.
- Preparation and review of budgets.
- Preparation of monthly, quarterly and annual financial reports to be shared with programmes team, donors and board.
- Provide financial advice by studying operational issues; applying best financial principles and practices.
- Provide support for the development of appropriate financial systems and help all staff to understand and work with them.
- Coordinate finance and programme audits with administration and programmes team.
- Provide support to the office in all other financial matters.

Qualifications, Skills and Experience

The ideal candidate for the Finance Officer vacancy must have:

- Bachelors degree in Accounting and Finance, Bachelors degree of Commerce degree with a major in Accounting or Finance, Degree in Business Administration and any other related field.
- Three years' experience in finance and administration preferably in NGO setting.
- Good working knowledge of Microsoft Office, QuickBooks.
- Proven capacity to prioritize tasks, plan and organize individual efforts to meet objectives and deadlines.
- Excellent interpersonal and communication skills, and experience in working with a partner-based approach.
- Ability to analyse interpret and present financial reports.

4. 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 Associate Director

Centre for Policy Analysis

Email: 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.