



EMPLOYMENT OPPORTUNITY AT JUSTICE CENTRES UGANDA

Justice Centres Uganda (JCU) is a Project of the Justice Law and Order Sector (JLOS) hosted and supervised by the Judiciary to provide Legal Aid. The Justice Centres are a one stop-shop with a broad range of legal aid services to all categories of vulnerable people within the community.

Justice Centres Uganda invites applications from suitably qualified Ugandans to fill up the **FINANCE OFFICER** Position at the National Coordination Office (NCO) – Kampala.

JOB DESCRIPTION FOR THE FINANCE OFFICER

Specific tasks:

- Ensuring the development, implementation and monitoring of JCU's financial transactions by providing advice on planning, administration and expenditure.
- Ensuring that all transactions are recorded in line with JCU's accounting policies on an accurate and timely basis; and financial reports i.e. monthly, quarterly and annual are provided by the prescribed deadlines.
- Preparation of financial management reports for management on a monthly basis.
- Analyze JCU's financial data from the system on a monthly basis; so that written or verbal analysis for management and program staff can be provided as and when required.
- Ensuring that the organization at all times remains compliant to all relevant laws and regulations by constantly monitoring and adhering to the legal and regulatory requirements including VAT, PAYE and NSSF.
- Prepare accounts for audit and ensure implementation of audit recommendations.
- Ensuring proper accountability for the organization's funds as per the established guidelines and procedures.
- Ensure timely update of the JCU accounting system and reconcile the NCO bank accounts on a monthly basis.
- Carrying out any other duties as might be necessary for maintaining and effective financial management system.
- Hold weekly meetings with the National Coordinator to provide an update on the JCU budget.

Others:

- Process all NCO/Mmengo initiated payments.
- Maintain safe custody of NCO/Mmengo cash float and receiving/paying of clients' funds in trust.
- Attend to the bank agency duties of the NCO/Mmengo
- Oversee and effect the JCU Payroll prepared by the HR Officer by 25th of every month.
- Functional supervision of the Finance & Administration Assistant.
- Any other duties that may be assigned by the National Coordinator.

Qualifications:

- 1) Degree in Accounting and/or Finance;
- 2) At least 2-3 years' related work experience.
- 3) Proficiency in MS Excel and QuickBooks
- 4) Qualification in a Professional Course i.e. CPA or ACCA will be an added advantage.

Required Competences:

1. Planning and Organisation skills; ability to multitask.
2. Integrity and honesty.
3. Good interpersonal skills.

HOW TO APPLY:

Candidates with the necessary qualifications, skills and experience should submit an application letter, a current CV and copies of their academic/professional certificates. Applications should indicate a daytime telephone contact, email address and include three professional referees.

Applications should be addressed to the National Coordinator, Justice Centres Uganda, **Chamber F6 High Court Building, P. O. Box 26365 Kampala, Uganda.** Applications could also be sent to email address: analwooga@justicecentres.go.ug or to mnalwooga@gmail.com

The closing date for receiving of applications is **Friday 25 November, 2016 at 5.00pm.**