



JOB OPPORTUNITY

The Lutheran World Federation (LWF) Uganda programme is part of the Lutheran World Federation Department for World Service (LWF-DWS), an international humanitarian and development agency. LWF World Service partners include Lutheran Churches and their related agencies, the European Commission, the US Government and UNHCR among others, with whom LWF World Service is a key implementing partner. For more information about LWF World Service, please check; <https://www.lutheranworld.org>

LWF-Uganda has a successful track record responding to refugees in Uganda. It currently supports Congolese and South-Sudanese refugees living in settlements in the districts of Kamwenge, Adjumani, Moyo, Hoima and Lamwo. For more information about LWF-Uganda, please visit; uganda.lutheranworld.org.

LWF Uganda is looking for a mature, qualified and experienced person for the position below:

Job Title: Accounts Assistant
Place of Assignment: Pader
Reports To: Sub Program Accountant

Duties and Responsibilities:

- Maintains up to date and orderly record of all accounting and financial transactions as well as all other finance correspondence;
- Makes a proper record of cash received and paid out through the evidence of receipts and payment vouchers which are duly authorized by all the relevant signatories;
- Prepares cash payment batches daily, and ensures that vouchers are presented to the Sub Program Accountant;
- Checks all payment vouchers to assure that all payment requisitions are genuine and that all properly authorized supporting documents have been attached;
- Maintains a cash book/cheque register and produces monthly reconciliation statement for each account, ensuring the cashbook balance agrees with the bank statements;
- Prepares bank/cash reconciliations;
- Writes cheques and ensures they are duly signed/endorsed prior to payment, while maintaining an accurate cheque register of cheque stubs, current bank balances and records;

- Ensures that the daily cash balance form is verified and endorsed by the Sub Program Accountant;
- Prepares and processes journal vouchers to post the bank and cash transactions into SAGE system;
- Compiles a monthly summary/analysis of staff timesheets to allow Sub Program
- Accountant produce the monthly journal of staff recharges to projects.

Education, Knowledge & Experience

- Bachelor Degree in Accounting and knowledge of accounting software packages or, Diploma in Accounting with at least 2 years' experience in a similar position;
- At least two (2) years working in accounts or bookkeeping preferably in an NGO;
- Computer literacy and proficiency in accounting software package(s);
- Experience working with a computerized accounting system preferably with **SAGE** will be an added advantage;
- High integrity, self-driven and able to set own work schedule with rigorous deadlines;
- Ability to initiate and complete assignments and to work under demanding circumstances with minimal supervision;
- Excellent communication, organizational and reporting skills, team player, trustworthy and responsible;
- Excellent attention to detail.

Application Procedure:

Interested candidates should submit an updated CV and Application letter giving a day time telephone contact and email addresses of 3 (three) work related referees only through our recruitment email recruitment@lwf.or.ug clearly indicating the job title in the email subject. CVs will be received until the **Friday, 20th July 2018**

LWF/DWS is an equal opportunity employer, irrespective of gender, race or religious affiliation. Female candidates possessing the above requirements are encouraged to apply. LWF/DWS is a signatory to the Code of Conduct for humanitarian agencies. Our recruitment and selection procedures reflect the organization's commitment to the prevention of abuse and exploitation of beneficiaries.

Only short-listed candidates will be contacted.

