



## **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](http://uganda.lutheranworld.org).

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

**Job Title:** Project Accountant  
**Place of Assignment:** Pader  
**Reports To:** Sub Program Accountant

### **Duties and Responsibilities:**

- Oversees the financial and accounting activities at the project level, prepares financial projections in consultation with the Project Manager and section heads, computes budget/expenditure estimates, and submits weekly financial monitoring statements as per available budget;
- Maintains and enforces compliance with internal control systems and accounts records for all financial transactions, and updates all records in accordance with LWF financial policies, guidelines and procedures;
- Prepares all transaction summaries and ledger entries for posting in the SAGE Accounting System;
- Ensures that established internal control systems for receipts and expenditures of funds are in place, adhered to and maintained;
- Controls expenditures at project level in consultation with the Senior Accountant to ensure that they are made in line with donor requirements and established LWF Uganda guidelines, procedures, cash flow projections requests, and availability of funds;
- Prepares financial sub-project monitoring reports for submission to donors through Kampala;

- Prepares and submits realistic and timely cash flow projects to the Senior Accountant in consultation with the Project Manager and Section heads, and notifies the Sub Program Manager and Senior Accountant of impending cash flow shortages;
- Prepares monthly management and financial reports for the project (including cash analysis, bank reconciliation statements, and monthly income and expenditure statements of the project), and submits such accounting information to LWF Kampala through the Sub Program Manager;
- Facilitates and coordinates spot checks, verifications and audits, readily avails relevant documents, ensures prompt responses in consultation with the Senior Accountant and Project Manager, and follows-up and implement recommendations made by both internal and external auditors;
- Ascertains that vouchers and claims are correct, with appropriate supporting documents attached before submitting them for authorization or endorsement by the Sub Program Manager;
- Reviews purchase orders and draft contract agreements initiated by Section heads and checks them against funds available prior to approval;
- Prepares budgets at project level and verifies their accuracy and suitability with Section heads, the Project Manager and the Senior Accountant.

### **Education, Knowledge & Experience**

- Bachelor's degree in Accounting, Business, Finance or related field;
- At least 4 years of progressive work experience in donor funded projects;
- Hands on experience working with a computerized accounting system preferably with **SAGE** System applications and excel spread sheets; and
- Excellent communication, organizational and reporting skills, team player, trustworthy and responsible;
- Excellent attention to detail;
- 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.

**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](mailto:recruitment@lwf.or.ug) clearly indicating the job title in the email subject. CVs will be received until the **Friday, 20<sup>th</sup> 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.**