



## **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:** Sub Program Accountant  
**Place of Assignment:** Adjumani  
**Reports To:** Sub Program Manager

### **Key Duties & Responsibilities**

- Responsible for the financial and accounting activities at the Sub Program level in liaison with the Sub Program Manager and section heads;
- Maintains and enforces compliance with internal control systems and accounts records for all financial transactions, and update all records in accordance with LWF financial procedures;
- Ensures that established internal control systems for receipts and expenditures of funds are in place, adhered to and maintained;
- Periodically reviews existing internal control systems, and where necessary, suggests and implements changes to strengthen internal control systems at sub program level;
- Controls and regulates all expenditures at Sub Program level and ensures that all expenditures are made in line with donor requirements and established procedures;
- Prepares monthly management and financial reports like cash analysis, bank reconciliation statements, and monthly income/expenditure statements for the whole Sub Program and submits them to Management as provided for in the reporting guidelines;
- Facilitates and coordinates all internal/external audits and on-spot checks in the Sub Program by ensuring that all relevant documents are availed timeously and responses to audit queries are provided promptly;

- Checks and approves all vouchers and claims in the Sub Program after confirming that all appropriate supporting documents have been attached as required;
- Prepares budgets for the Sub Program and ensures that all sector heads have had their input in the budgeting process before submitting to the Finance Manager;
- Prepares regular financial updates to guide section heads in project implementation and expenditure;
- Checks all supply requisitions before the Sub Program Manager's authorization, guides and ensures correct coding of all financial transactions, and ensure that purchases are carried out in accordance with the LWF policies and guidelines on procurement;
- Chairs Procurement Committee Meetings at the Sub Program level;
- Provides leadership and supervision for all finance staff in the Sub Program;
- Ensures that all balance sheet items (i.e. cash accounts, bank accounts, personal accounts, debtors, creditors, payroll accounts, etc.) have been reconciled, and a report sent to H/office.

**Qualifications, Skills and Experience:**

- University degree in business administration/commerce with accounting bias;
- Full professional accounting qualification (ACCA, CPA, etc) is desirable;
- Hands on experience working with a computerized accounting system preferably with **SAGE** System applications and excel spread sheets;
- At least six (6) years working in finance/accounts management preferably in an NGO;
- High integrity, self-driven and able to set own work schedule with rigorous deadlines;
- Proven ability in effective people management and customer care;
- Ability to initiate and complete assignments and to work under pressure.

**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.**