



ANTI CORRUPTION COALITION UGANDA

Plot 9B Vubya Road, Ntinda

P.O. Box 34238 Kampala

Tel: +256-414-535659, Email: info@accu.or.ug, Website: www.accu.or.ug

JOB OPPORTUNITY

The Anti-Corruption Coalition of Uganda (ACCU) is the apex civil society anti-corruption body which brings together various Civil Society Organizations, individuals and other key stakeholders in the fight against corruption in Uganda.

Position: Finance Assistant

Duty Station: Kampala

ACCU is implementing the Civic Engagement for Accountability Project (CEAP), which seeks to enhance the capacity of citizens and civil society organisations to demand for transparency and accountability from government. As part of this project, ACCU is seeking to recruit a Finance Assistant with the following responsibilities;

- Timely and efficient management of all the organisation's petty expenses.
- Prepare and process the disbursement of designated project costs.
- Manage and control vehicle analysis and maintain a record of the organisation's vehicle maintenance and performance.
- Responsible for timely collection of payment support documents, efficient filling and maintenance of accounting documents.
- Support the project officers in the preparation of payment documents as required by the organisation's Financial and Accounting policies.
- Facilitate banking and payment systems including verification of accuracy in payment vouchers submitted.
- Take record and make report of all financial transactions described under the officer's duties.
- Attend to administrative concerns of the organisation.
- Perform any other duties as assigned by the Supervisor from time to time.

Relevant Skills and Experience include;

- The applicant should hold atleast a Bachelor’s degree in Commerce or Business Administration majoring in Accounting.
- Knowledge and demonstrated experience of using QuickBooks accounting software is an added advantage.
- Possession of work experience is an added advantage.
- Possession of post graduate training in Business Administration or Commerce is an added advantage.
- Possession of financial report writing skills is an added advantage.
- Good interpersonal and communication skills are required.

Mode of Application

Applications with a comprehensive CV, cover letter and three references should be sent by email to; info@accu.or.ug with a copy to amarlon@accu.or.ug

Applications can also be sent to the address below;

Executive Director

Anti Corruption Coalition Uganda
Plot 9B Vubya Road, Ntinda
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Please note:

Deadline for receiving applications is Thursday May 30, 2024.
Only short-listed candidates will be contacted.
Females are encouraged to apply.