BACKUP UGANDA

Gulu, Uganda / Zwolle, The Netherlands
E-mail: info@backupuganda.org
Web: www.backupuganda.org
Tel: UG +256 7 72630078 **NL** +31 38 4604615

Backup Uganda is a young international education-based NGO that develops sustainable, inclusive support for children who experience learning difficulties & disabilities. As part of the organization's growing finance department, we are looking for:

1 part time Finance Officer (Ugandan nationals only)

Starting: 1 June 2022 (24 hours/week, 1-year contract with possible extension)
Location: Gulu

We expect you to be involved in:

- Keeping track of the organization's day-to-day income and expenses;
- Overseeing, reviewing supporting documentation for and authorizing financial transactions;
- Reviewing all income, expenses and accounts to detect irregularities;
- Preparing monthly, quarterly and annual financial reports & performing all relevant reconciliations;
- Preparing and filing taxes and social security contributions;
- Participating in annual external financial audits and internal risk assessments;
- Developing and monitoring organizational, program and project budgets;
- Implementing and improving on the organization's financial policies;
- Engaging all staff in financial policy implementation and procedural compliance;
- Contributing to a healthy, transparent and corruption-free financial environment.

We expect you to have:

- A bachelor's degree in Accounting & Finance, Business Administration or a related field;
- At least 3 years of work experience in the finance department of an NGO in Uganda;
- Proven proficiency in the use of QuickBooks and general computer skills;
- Fluency in both written and spoken English;
- Strong professional communication skills & a high level of integrity;
- Conscientiousness and efficiency in goal setting, planning & prioritization, meeting commitments & deadlines and achieving results;
- A capacity and motivation to offer system-wide improvements and setting up the organization for further growth;
- A driver's license (class B) is not required, but a plus.

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We will offer you:

- Flexible working hours & days;
- An opportunity to move into a fulltime position, leading a growing department;
- Salary: UGS 800,000/= per month (gross)

Applications should be sent to info@backupuganda.org by latest Friday 22 April 2022 and should include: an application letter, an updated CV, scans of academic transcripts and at least 1 reference of your most recent place of work. Application letters should include answers to the following questions:

1. What does a transparent financial environment at an NGO look like according to you?
2. What is the most valuable contribution you have made as a professional to your most recent place of work?