



Uganda Harm Reduction Network

ABOUT UHRN:

Uganda Harm Reduction Network (UHRN) is a national entity that responds to the drug use crisis in Uganda. The network works to advocate for practical interventions aimed at supporting and addressing issues of people who use and inject drugs. The network also seeks to provide a national platform for health and policy programs that promote good practices and advocate for a supportive environment for the adoption, implementation, and expansion of harm reduction programs for People Who Use and Inject Drugs in Uganda.

PROJECT OVERVIEW:

Uganda Harm Reduction Network in a consortium with NAFOPHANU and CEHURD has received funding to implement a Three-year - Global Fund Grant (2021-2023) for Resilient Systems Strengthening for Health (RSSH) - Community Systems Strengthening funded by The AIDS Support Organization (TASO) through the Global Fund.

In this regard, UHRN will work with public health facilities, district leadership and the communities in the 5 districts of Lango region in Uganda which will include; **Dokolo, Lira, Abim, Kotido** and **Amolatar** for quality Integrated HIV/AIDS and TB services to contribute to the attainment and accelerating epidemic control and support the HIV and TB Reduction Strategies.

UHRN is now looking for competent, passionate, and committed individuals to fill the position of Accounts Assistant.

Position: Accounts Assistant

Reports to: Finance Officer

Location: Kampala and Lira cluster officer

Job summary: The Accountant Assistant will be responsible for assisting in implementing of the overall accounting and financial control systems for the project. He or she will also be responsible for using adequate and appropriate internal controls to meet generally recognized accounting standards.



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Roles and Responsibilities:

- Ensure that all project-related transactions are conducted, processed and recorded as per UHRN system of Accounts.
- Timely preparation and processing of payments by ensuring that all payments are reasonable, allowable, allocable to the project.
- Review of Mobile Money payments against Mobile Money Registration forms, Participant registrations / attendance forms
- Support in the preparation/ development of field monthly financial reports which includes bank reconciliations, journal entries preparation, personal advances, balance reports, grand summary sheets, supporting payment vouchers, petty cash journal and summarized expenditure in accordance with UHRN accounting policies and procedures.
- Ensure that UHRN financial management policies and procedures are strictly adhered to
- Work closely with Finance Officer to address all field report review comments from home office including providing feedback for missing vouchers and outstanding information following review of payment documentation.
- Support the management of personnel payroll and benefits accounting.
- Work as part of the finance team to ensure that all project financial and accounting tasks are accomplished accurately and in a timely manner.
- Maintain close coordination with UHRN project staff on financial matters and advise them, as appropriate, on matters requiring their attention.
- Assist in periodic inventory/ asset and stores audit and advice the Finance officer & Executive Director accordingly.
- Advice senior management on any areas with potential to impact on systems of internal controls and procedures.
- And any other roles assigned



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Minimum qualifications and Experience

- Bachelor's Degree in accounting, Certified Public Accountant or master's degree majoring in accounting will be an added advantage.
- At least 2 years' experience in accounting and general financial management.
- Excellent written and oral communication and interpersonal skills
- Proficiency with Microsoft Office products (Word, Excel, Outlook)
- Proficiency in using software accounting packages
- Attention to detail, ability to prioritize and manage multiple tasks.
- Experience working with NGOs will be an added advantage

Key personal competencies

- Experience interpreting, implementing, and monitoring Global Fund or other multinational donor regulations, policies and procedures,
- Demonstrated ability to interact effectively with individuals at all levels to assist in the planning and coordination of activities and provide
- High levels of integrity and professional and personal ethics
- Great analytical skills and ability to think and analyze issues constructively and take initiative
- Attentive to detail, works well with deadlines and handle pressure well,
- Good collaboration and relationship building skills and interpersonal relations
- Experience in working with partners with low or less sound rules and regulations
- Excellent communication, presentation and report writing skills
- Ability to travel in rural districts where necessary

Application information:

Interested candidate can submit their application, resume, copy of degree certificate together with a cover letter on the emails; **Subject:** Position applied for to admin@ugandaharmreduction.org and copy in uhrnetwork@gmail.com. Or can be hand delivered at UHRN head offices located at Makindye Kizungu, Kigumba Muguluma Lane

Deadline for Submission: 7th October, 2021