



## Uganda Harm Reduction Network

*Our Lives begin to End the Day we Become Silent About things that Concerns Us*

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### **Job Vacancy!!!**

**Position; Accounts Assistant (1)**

**Reports to:** Project Accountant

**Location;** Kampala, UHRN Office

#### **About UHRN:**

Uganda Harm Reduction Network (UHRN) is a Non-Governmental Organization that seeks to provide a national platform for health and policy programs that promote good practices and advocate for the development of a supportive environment for the implementation and expansion of harm reduction programs for People Who Use Drugs (sex workers, youth and IDUs) in partnership with other stakeholders in Uganda.

#### **Project overview:**

UHRN is a Sub Recipient of The AIDS Support Organization (TASO) under the Global Fund Grant Cycle 7 (2024 -2026) project. The project is aimed at community systems strengthening and to attain this goal, UHRN will work with public health facilities and the communities in the selected districts in South/ Central Uganda for continued implementation of quality Integrated HIV/AIDS and TB services

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

#### **Job Summary:**

The position holder will be charged with the day-to-day project finance management in line with the UHRN internal financial controls and the grant management guidelines.

#### **Key Outputs.**

- Cash and cheques well managed
- Receipt and Payment Records are well maintained.
- Mobile money and the attendant records well well-maintained



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- Documents are stamped paid
- Statutory deductions are filed and paid on time.
- Bank/mobile payments statements are reconciled to the organization's cash books

### **Roles and Responsibilities:**

- Support and ensure 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.
- Prepare Mobile Money payments against Mobile Money Registration forms, Participant registrations / attendance forms
- Assist in ensuring that internal controls pertaining online banking & Mobile money are tightened to mitigate risks of loss/ error.
- Support in the preparation/ development of field monthly financial reports which include bank reconciliations, journal entries preparation, personal advances, balance reports, grand summary sheets, supporting payment vouchers, petty cash journal and summarized expenditures in accordance with UHRN accounting policies and procedures.
- Ensure that UHRN financial management policies and procedures are strictly adhered to
- Work closely with the Project Accountant to address all field report review comments from the home office including providing feedback for missing vouchers and outstanding information following review of payment documentation.
- Work closely with the Project Accountant 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 store audit
- Issue receipts for cash or cheque receipts and maintain a daily record of all receipts and payments



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- Prepare payment vouchers for each payment get it signed by the authorized signatories and Settle all approved payments promptly.
- Prepare accurate bank reconciliations every month for review by the accountant
- Timely compilation, filing, and payment of monthly statutory deductions like NSSF, WHT and PAYE
- Ensure all payment vouchers are stamped and paid by GF

### **Minimum Qualifications and Experience**

- Degree in accounting or comparable certifications/qualifications.
- At least 2 years' experience in accounting and general financial management preferably with Non-Governmental Organizations.
- Excellent written and oral communication and interpersonal skills.
- Proficiency with Microsoft Office products (Word, Excel, Outlook).
- At least two years experience with QuickBooks preferred and other accounting financial management systems.
- Attention to detail, ability to prioritize and manage multiple tasks.

### **Key personal competencies**

- Experience interpreting, implementing and monitoring Global Fund/ TASO regulations, policies and procedures.
- Demonstrated understanding of financial management terms and procedures and strong financial acumen.
- Demonstrated ability to interact effectively with individuals at all levels to assist in the planning and coordination of activities.
- High levels of integrity and professional and personal ethics.
- Great analytical skills and ability to think and analyze issues constructively and take initiative.
- Attention to detail, works well with deadlines and handle pressure well.
- Good collaboration and relationship-building skills and able to relate with individuals from a diverse background.
- Experience in working with partners with low or less sound rules and regulations.



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- Excellent communication, presentation and report writing skills.

### **Application information:**

Interested candidates will submit their applications with resume, copy of degree certificates and other qualification documents together with a cover letter on the emails; [jobs.uhrn2024@gmail.com](mailto:jobs.uhrn2024@gmail.com) Kindly title subject; ‘**Accounts Assistant and Your Name**’

**Applications must be submitted not later than 24<sup>th</sup> April 2024.**