



Uganda Harm Reduction Network

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

Job Vacancy!!!

Position; Project Accountant (1)

Reports to: Finance Manager

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

Project Accountant.

Job summary: The Project Accountant will be responsible for supporting the overall accounting and financial control systems for the project, examining, analyzing, and interpreting accounting records to prepare financial statements and reports, giving financial advice and producing periodic financial reports. The position will also be responsible for spearheading the enforcement of appropriate internal controls in line with the Global Fund accounting requirements.

Key output

- Established internal controls implemented.



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- Organize and supervise receipt and request for disbursement of grant funds for the implementation of the programs: payments, planning, program budgets, developing budgets of costs and incomes
- Achieving Grant budget burn rates
- Accounting and Financial management reports prepared on time.
- Statutory deductions are complied with in time.
- Funds accountability records are maintained
- Zero non-compliance with grant funds requirement is achieved

Roles and Responsibilities:

1. Ensuring organizational Compliance with Global funding requirements

- Review and maintain Project budgets, work plans, and fee structures and monitor budget performance.
- Manage CBO sub-grantees disbursements, reporting, updating of contracts and supporting in budgeting and amendments.
- Maintain close coordination, reporting and correspondences with UHRN project staff and the TASO Global Fund - Grants Management Unit on financial matters and advise them, as appropriate, on matters requiring their attention.
- Ensuring monthly submission of Financial reports to TASO by the 12th Day of the following month. Ensuring that Audit and Compliance issues raised by external reviewers are resolved on a timely manner.

2. Implementing adequate systems of Internal Controls

- Advise senior management on any areas with potential to impact on systems of internal controls and procedures.
- Ensure that internal controls pertaining to online banking & Mobile money are tightened to mitigate risks.
- Assist in periodic inventory/ asset and store audits and advise the Finance officer & Executive Director accordingly.



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3. Ensuring timely and accurate processing of financial transactions

- Review of payments against Registration forms, Invoices, Participant registrations/attendance forms
- Review payment requisitions to ensure right budget line is charged
- Ensure that all project-related transactions are conducted, processed and accurately recorded in UHRN's books of Accounts.
- Timely preparation and processing of payments by ensuring that all are reasonable, allowable, allocable to the project.
- Ensuring that all statutory deductions (PAYE, WHT, NSSF etc) are timely remitted to the relevant authorities.
- Work as part of the finance team to ensure that all project financial and accounting tasks are accomplished accurately and promptly.
- Ensure tracking of VAT from suppliers EFRIS invoices for submission to Principle Recipient.
- Monitor grants funds burn rates and ensure timely accountability and requisition of disbursement from the PR

4. Produce and maintain accurate financial reports and records

5. Prepare monthly financial reports which include bank reconciliations, journal entries preparation, personal advances, budget variance analysis reports
6. Work closely with the Finance Manager to address all Financial report review comments and review of payment documentation.
7. Proper maintenance of project financial records and documents.
8. Support the management of personnel payroll.

Minimum qualifications and Experience

- Bachelor's Degree in accounting, or similar.



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- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) would be advantageous.
- 3-5 years' experience as a project accountant, or similar.
- Proficiency in electronic accounting systems
- Ability to interact freely with the Finance Manager and Senior management on matters related to financial management.
- Advanced proficiency in managing general ledgers, journal entries, and account reconciliations.
- Exceptional ability to prepare project budgets, financial forecasts, and tax reports.
- In-depth knowledge of best practices in accounting.
- Excellent communication skills toward effective collaboration and client services.
- Experience in grant management and compliance.
- Experience interpreting, implementing and monitoring Global Fund/ TASO regulations, policies and procedures is an added advantage.

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 Kindly title subject; '**Project Accountant and *Your Name***'

Applications must be submitted not later than 24th April 2024.