



INTEGRATED DISABLED WOMEN ACTIVITIES

Plot 10, Jalum Road, Northern Division, Iganga Municipal Council

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JOB ADVERT FOR THE POSITION OF ACCOUNTANT (RE-ADVERTISED)

Integrated Disabled Women Activities is a voluntary, not for profit non-governmental organization established in 2000 purposely to empower Women, People with Disabilities and other vulnerable groups to maximize their potential and improve their standard of living through Economic Empowerment and Livelihoods, Human Rights and Good Governance, Community Based Rehabilitation, Health and reproductive rights, and Education. IDIWA visualizes an inclusive society in which human rights, citizenship and potential of Women, People with Disabilities, and other vulnerable groups are respected.

IDIWA is currently seeking an exceptional, passionate, dynamic, finance expert to lead the Accounting function. Reporting to the ED, the Accountant is responsible for performing the accounting function of the organization. The appointment will be on a two-year renewable full time contract depending on performance and based in Iganga district, Eastern Uganda.

IDIWA is an equal opportunity employer, and does not discriminate anybody on any grounds including disability or status.

The successful candidate will be required sign up to IDIWA child protection protocols.

SPECIFIC RESPONSIBILITIES:

- i. Perform accounting functions including preparing and analyzing monthly and quarterly financial reports.
- ii. Prepare monthly and quarterly financial reports
- iii. Prepare quarterly technical financial reports
- iv. Ensure timely accountability of all money advanced to staff is accounted for in a timely manner.
- v. Prepare monthly expenses and balance sheet, and perform account reconciliation and analysis for review by the Executive Director.
- vi. Conduct monthly review for accuracy and completeness and prepare the payroll
- vii. Prepare work papers for Audit purposes.
- viii. Monitor compliance with generally accepted accounting principles and procedures.
- ix. Review, investigate and correct errors and inconsistencies in financial entries, documents and reports.
- x. Review accounts payables and weekly check runs.
- xi. Ensure prop handling of financial transactions and documents
- xii. Prepare work papers and supporting schedules for the annual financial review
- xiii. Participate in resource mobilization and prepare budgets for different projects

- xiv. Responsible for all tax obligations of the organization including filling of monthly PAYE, NSSF, WHT, and Annual Income Tax Returns
- xv. Support and supervise Accounts and Administrative.
- xvi. Conduct capacity building training for IDIWA member groups and production centers.
- xvii. Coordinate and work on special projects as assigned by the Executive Director.
- xviii. Any other duties and responsibilities as assigned by the Executive Director from time to time.

QUALIFICATIONS AND EXPERIENCE

- i. A degree in Commerce, Accounting and Finance or Business Administration. Professional training CPA, ACCA is an added advantage.
- ii. Three years of relevant working experience.
- iii. Demonstrate skills in Microsoft Office Excel and accounting packages- QuickBooks, Tally or any other is a must.
- iv. Must possess strong interpersonal skills, ability to work in and lead a team.
- v. Excellent organizational and time management skills.

Interested applicants should send their intent letter (not more than 2 pages responding to each major requirement), accompanied by resume with names and addresses of 3 professional referees (not more than 3 pages including day time telephone, and e-mail), and salary history.

Applications are by e-mails only, sent to: idiwa2009@gmail.com, not later 3.00pm Wednesday 28th Feb Feb 2019. Please indicate the reference on the Subject line as **Acct - (Ref: IDIWA-Acct-2019)**.