



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER

Date : 16th May 2025

RE: JOB ADVERT

FAWE Uganda is a non-governmental organisation dedicated to bridging the gender gap in education at all levels. Established in 1997, FAWE Uganda is part of the network of 34 African FAWE Chapters all working towards improving the lives of girls and women across the continent. Together with our partners, we strive to make a difference in the lives of individuals, families and communities in need. Join our dynamic team and contribute to our noble cause.

We are seeking an experienced and detail-oriented Accountant to support the Finance Department in maintaining accurate bookkeeping and financial records. The role will be performed in accordance with FAWE Uganda's financial policies, International Financial Reporting Standards (IFRS), and Generally Accepted Accounting Principles (GAAP).

This is an excellent opportunity for a dedicated finance professional to make a difference and contribute to the success of our organisation.

Job Title : Accountant
Reports to : Senior Accountant
Supervises : None
Terms : Fixed Term Contract
Location : Kampala, Head Office

Responsibilities

1. Prepare payment vouchers and ensure that payments are within approved budgets.
2. Upload payments to online banking and mobile money platforms.
3. Attach all necessary accountabilities to payment vouchers after payments are completed.
4. Verify that all payment requisitions are adequately supported with relevant documentation.
5. Ensure the proper filing and safeguarding of financial documents.

6. Document and maintain complete, accurate supporting information for all financial transactions.
7. Prepare monthly bank and cash reconciliations.
8. Post financial data into the accounting system promptly and accurately.
9. Prepare financial reports for management and donors as required.
10. Perform any other duties that may be assigned from time to time.

Qualifications and Requirements

- Minimum of a bachelor's degree in accounting, Finance, Business Administration, Commerce or a related field from a reputable institution.
- CPA or ACCA Level 2 qualification is essential.
- Minimum of 3 years of relevant work experience in finance or accounting.
- Proficiency in computer applications including MS Excel, Word, and PowerPoint.

Experience

- At least seven (03) years' professional experience in finance/accounting in a busy environment.
- Experience working in a non-governmental organisation will be of an added advantage
- Experience with accounting software and management information systems is required.

Requisite Knowledge and Skills

- Strong analytical and strategic thinking skills
- In-depth knowledge of financial management principles, practices and procedures including accounting standards and regulations
- Proven ability to work effectively with others to achieve results.
- Build Relationships – ability to establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- Computer literacy (MS Word, Excel, QuickBooks and other financial reporting tools)
- Problem solving skills which support and enable sound decision making
- Ability to multitask, prioritise work and meet deadlines in a high pressure fast-paced environment.
- Personal qualities of integrity, credibility and dedication to the mission of FAWE Uganda
- Excellent communication and interpersonal skills, able to effectively present financial information to non-financial stakeholders.
- Knowledge of non-profit financial management best practices and a commitment to the organisation's mission.

To apply:

If you are interested in taking up this role and fully meet the requirements above. Please submit your application letter, current curriculum vitae and copies of academic documents not later than Friday 30th May 2025 by 1:00pm to;

**The Head of Human Resource and Administration
Forum for African Women Educationalists Uganda Chapter
Plot 328, Magulu Close, Bukoto
Kampala**

OR

E-mail;

humanresources@faweuganda.org

Suitably qualified and interested females are encouraged to apply