



Catholic Relief Services, Uganda Program

JOB ANNOUNCEMENT

Position Title: Assistant Finance Officer
Position Band: 4:
Location: Yumbe (Full Time Assignment)
Reports To: Finance Officer

ABOUT CRS:

Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partners people of all faiths and secular traditions who share our values and our commitment to serving those in need.

OVERVIEW:

He/she will ensure adequate stewardship of agency resources and sound financial reporting in line with Generally Accepted Accounting Principles, CRS policies and procedures, local laws and donor requirements. His/her major responsibilities would be cash management.

JOB RESPONSIBILITIES:

- Serve as a custodian of the Operating Cash on Hand (OCH) fund and manage the fund in accordance with the Agency Cash Management Policy and Country Program OCH Procedures
- Prepare the Cash Request/Payment Voucher for OCH transactions basing on the approved payment request, process approval of the OCH voucher and ensure the payee signs on the OCH voucher to acknowledge receipt of the cash.
- Maintain a Cash Register and ensure payees acknowledge receipt in the register.
- Update the Cash Ledger, and the Summary worksheet for the GL Code and DSPN, Count the cash and update the Cash Count Form on a daily basis. Ensure the 3 cash reports reconcile
- Complete the Cash Transfer/Cash receipt form whenever cash is received from the bank.
- Responsible for the safe and ensuring safe custody of cheques.
- Maintain proper filing systems of all OCH vouchers and ensure receipts from vendors and Identify cards are attached on the OCH voucher.
- Send the cash report to the Finance Officer with copy to SFO
- Complete the General Journal for OCH Vouchers raised on each day for verification and approval so that the GJ can be posted every other day.
- Assist the program staff pay cash during cash for work activities.
- Ensure that the Safe Box is properly locked at all times
- Ensure that the Petty Cash box is properly kept inside the Safety Box after office hours
- Responsible for the safe and ensuring safe custody of cheques, cash and other items in the safe.
- From time to time, perform any other duties as may be assigned by Finance Officer and/Management

SUPERVISORY RESPONSIBILITIES: None

KEY WORKING RELATIONSHIPS:

Internal/External: Country Representative, Management Quality Director, HQ and Regional Office Finance Staff, Program Staff, Finance staff, Admin Staff, Vendors, Partners, Bankers, Statutory Bodies and Auditors.

AGENCY-WIDE COMPETENCIES (for all CRS Staff)

These are rooted in the mission, values, and principles of CRS and used by each staff member to fulfill his or her responsibilities and to achieve the desired results.

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

QUALIFICATIONS:

- Degree in Business administration with a bias in Accounting (BBA-Accounting)
- Computer Literacy with competence in Navision, Quick books, Sun System, Ms Word, Ms Excel and other accounting packages especially Sun Systems.
- Minimum of three years' work experience in a busy finance environment of an International NGO or UN agency.
- Demonstrated experience/knowledge of USG regulations and compliance issues.
- Proven ability to build effective teams and create consensus including keen ability to motivate through example; adept at building capacity in others.
- Ability to manage multiple tasks at a time and good team builder.
- Strong organizational and planning skills.
- Highly pro-active and self-disciplined.
- Strong inter-personal skills and communication skills; demonstrating diplomacy and tact.
- Demonstrated ability to provide leadership and vision in a multicultural environment with sensitivity and respect for diversity.
- Willing to work additional hours as and when required, and travel to the field.

DISCLAIMER CLAUSE:

This job description is not an exhaustive list of skills, effort, duties and responsibilities associated with the position. CRS' recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. "I understand that CRS takes all allegations of abuse and exploitation seriously. Abuse or exploitation of children or vulnerable adults is grounds for immediate dismissal."

Please submit cover letter, CV, testimonials and three work references (names and contact information only) to ug_recruitment@crs.org or submit hard copy to **Catholic Relief Services, Plot 577, Block 15, Nsambya Road, P.O Box: 30086 Kampala**. Deadline for submitting applications is **August 29th, 2017 at 5:00pm**.

ONLY SELECTED CANDIDATES THAT MEET THE REQUIREMENTS WILL BE NOTIFIED. EOE/M/F/D/V