

## **TERMS OF REFERENCE FOR THE ACCOUNTS ASSISTANT**

**Duration of Contract;** The assignment shall be for a period of **20 months** subject to probation period of six months and renewable thereafter subject to satisfactory performance.

### **1.2.1 Duties and Responsibilities:**

The specific assignment requirements include:

- i. Follow-up payment acknowledgement and obtain receipts from service providers.
- ii. Maintenance of accounting records pertaining to main cash book and petty cash.
- iii. Filing of Accounts records/documents including payment vouchers, receipts and bank records.
- iv. Be the project agent with BOU, deliver and collect correspondence financial and accounts records from Bank of Uganda (BOU) e.g bank statements etc and MoFPED and related Agencies.
- v. Prepare payments in accordance with existing procedures.
- vi. Provide weekly status of outstanding payments, bank account balances with BOU, weekly cash banking& deposits.
- vii. Prepare and analyze advance schedules to preparing for retirement of advances and arrange accountability status updates for staff and grantees.
- viii. Keep advance register updated and prepare monthly report on outstanding advances
- ix. Prepare payments transactions authorized by the FMS and extract payment vouchers and attach supporting documents and maintain a proper filing system for the department. Process payment requests and check the expenditures to ensure all requisite attachments are attached.
- x. Support the Accountant in matters of stock taking of project inventory and assets.
- xi. Assist in the preparation of bank reconciliations.
- xii. Assist the accountant to prepare PAYE, NSSF and withholding tax returns. Ensure that the due dates by respective authorities are complied with.
- xiii. Mileage booking into the system and ensuring the vehicle log books are updated all times. Generating vehicle and telephone usage reports
- xiv. Assist in preparing and updating asset register for grantees
- xv. Any other duties as will be assigned time to time.

### ***Outputs***

- (i) Process payments and bank reconciliations
- (ii) Well maintained filling system of payment documentation.
- (iii) updated asset register
- (iv) Updated advance register

### **1.2.2 Qualifications and Experience**

- a) A bachelors' degree in Commerce, Business Administration (Accounting major) or related discipline with at least three years of related experience.
- b) Should have full professional accounting qualifications e.g CPA or ACCA
- c) Art of innovation and ability to work with self-initiative.
- d) Good communication, organization and interpersonal skills.
- e) He /She should have strong analytical skills, high level of proficiency in the use of computer applications especially spreadsheets and database, computerized accounting systems e.g IFMS, Navision, Tally, QuickBooks.
- f) High level of integrity.
- g) Age limit 25-35 years of age