



EMPLOYMENT OPPORTUNITY FOR THE POSITION OF FINANCE ASSISTANT

Terms of Reference for Finance Assistant

Position:	Finance Assistant
Reporting Line:	Financial Accountant
Duty Station:	Kampala
Job Type:	Fulltime

Duration: 2 years with annualized contracts and renewable depending on performance and availability of funds.

Background: The Wildlife Conservation Society (WCS) founded in 1895 is a US non-profit, tax-exempt, private organization based in New York that saves wildlife and wild places worldwide through science, conservation action, education, and inspiring people to value nature. WCS started operating in Uganda in 1957 supporting the government of Uganda to manage and conserve wildlife. The Country Program currently has conservation efforts focused on three key critical landscapes: the Greater Virunga Landscape, the Murchison-Semliki Landscape, and the Kidepo Landscape, committed to safeguarding Uganda's biodiversity and promoting African environmental conservation.

WCS is seeking to recruit a Finance Assistant to work in the finance department. This is a full time position and Kampala is the duty station with occasional travels to WCS project sites.

Finance Assistant's Duties and Responsibilities

The primary responsibility of this position is to assist in providing efficient and accurate financial data, accounting and record keeping of all WCS financial information in accordance with prescribed regulations and generally accepted accounting principles. This position is primarily focused on delivering day-to-day support to the financial component of program management and administrative responsibilities as outlined below.

The specific duties and responsibilities are:

- i. Support the day-to-day running of finance office.
- ii. Process requests for cash advances, reimbursements, and purchase orders.
- iii. Prepare payment vouchers, register of payment vouchers and other payment requests received, ensuring valid supporting documents and obtaining the necessary authorization and approvals.
- iv. Maintain filing systems for payment vouchers, receipts, bank statements.
- v. Assist in bid evaluation and analysis
- vi. Conduct WCS asset stock inventory.
- vii. Ensure vehicle log sheets are duly filled and filed regularly and properly.
- viii. Assist the Financial Accountant in the execution of any other duties assigned to him/her.

Qualifications, Skills and Experience:

1. The applicant must hold a bachelor's degree in accounting or an advanced diploma in a similar field.
2. Proficiency in MS-Excel and at least one financial accounting software
3. A Minimum of two years professional experience preferably from Not for Profit Organization
4. Experience in driving will be an added advantage

Application Deadline: January 25th, 2021

Application Procedure

Interested person should send the application documents (a cover letter and Curriculum vitae ONLY by email to wcsuganda@wcs.org and copy to skobusingye@wcs.org with the subject: Finance Assistant Position. The letter should be addressed to:

The Finance and Operations Director
Wildlife Conservation Society
Uganda Country Program
Plot 802, Kiwafu Road, Kansanga
P. O. Box 7487, Kampala, Uganda