

JOB OPPORTUNITY

FINANCIAL ACCOUNTANT

Duration : Two years' fixed contract
Duty Station : Kampala

Summary of Position Function

The Financial Accountant will report to WCS Uganda Program Finance and Operations Director. The overall Purpose of this Job is to assist WCS in the development and maintenance of efficient accounting and finance management procedures for the country program in collaboration with the Finance and Operations Director. This position is primarily focused on delivering day-to-day support to the financial component of program management and administrative responsibilities as outlined below.

Financial Accounting and Fiduciary Accountability

- 1) Assist in managing all in-house financial transactions including initiation of online banking transactions, disbursement and clearing of advances for field missions and Kampala based expenditures according to the approved procedures.
- 2) Ensure that statutory deductions are properly accounted for and remitted to the relevant

- authorities within the set deadlines.
- 3) Write payment vouchers with supporting documents and ensure that all the necessary authorizations and forms documenting cash flow are in place.
 - 4) Ensure that complete documentation and proper procedures are followed for Procurement and payment requests.
 - 5) Maintain an up-to-date accurate accounting system; including data entry and paper file system and registering all expenditures/advances into the accounting journal voucher template daily before weekly submission to the Finance and Operations Director for posting in Systems Application Program.
 - 6) Assist in the control of all expenses made by staff by reviewing receipts and expenditure templates. As necessary, discuss any issues or questions with the Finance and Operations Director.
 - 7) Monitor actual expenditure against budgets and ensure compliance with donor requirements
 - 8) Manage the fuel card accounts and prepare fuel card account reconciliations monthly.
 - 9) Maintain and update the inventory list/fixed assets list and carry out periodic inventory

verification.
10) Assist in WCS periodic Audit Processes.

Human Resources and Office Administration

- 1) Assist to maintain personnel files (hard copy and electronic as required) for each staff member. These files to include: copy of CV, contract, appointment letter, insurance information, performance evaluations and warning letters, emergency contacts, work/research permits as necessary.
- 2) Ensure all staff have current and up-to-date contracts. Notify the Finance and Operations Director when renewals are necessary.
- 3) Ensure that WCS and donor standards are followed for document retention, especially as required for financial records and audits. Develop an organized system for storage of such records.

Budgets and Contracts Management

- 1) Develop and maintain files for all contracts, sub-awards, and grants to individuals or organizations.
- 2) Assist in monitoring and controlling grant activities and in-housing auditing of project budgets

- 3) For all grants received by WCS Uganda, ensure that copies of all contractual materials pertaining to a specific grant are filed and updated as necessary. This will require working with the Finance and Operations Director.
- 4) Assist in the preparation and monitoring of office budgets, cash requests, projections and Accounting reports.

Required Qualifications:

- 5) Must have a bachelor's degree in accounting or a similar field. CPA is an added advantage.
- 6) Minimum of 3 years' professional experience preferably from Not for Profit
- 7) Proficiency in MS-Excel and at least one financial accounting software

Interested individuals must submit their CV, cover letter and three (3) reference, referencing the position in the subject line to uganda.wcs.org and copy to: snampindo@wcs.org.

Deadline to receive complete applications is **June 30th, 2020, 12 noon** local time.

REQUEST FOR PROPOSALS

DEVELOPMENT OF A SECURE INFORMATION SHARING SYSTEM

Wildlife Conservation Society (WCS) is seeking for proposals from qualified ICT consultants to provide services for the **development of a secure information sharing system** to facilitate secure sharing of information between its partner institutions and agencies. The consultant will be responsible or designing, developing, testing, and installing the system. The envisaged system must include the following features:

- a. Run on a web-based virtual private network (VPN).
 - b. Allows secure access by authorized users with different access rights.
 - c. Allows data entry and validation.
 - d. Provides for sharing of files, data and other information in a closed group.
 - e. Allows report generation and export to spreadsheet and pdf.
 - f. Allows data sharing from different user accounts.
 - g. Illustrates metrics on a dashboard.
 - h. Notifies users, via email, of upcoming events, tasks, conferences, meetings.
 - i. Provide for secure and tracked login on mapped personal and office devices such as phones and laptops.
- The consultant is expected to deliver a fully functional web-based information sharing

system on a virtual private network, a training manual, and an installed hosting server as per WCS specifications. Detailed terms of reference and application instructions can be accessed via <https://uganda.wcs.org/About-Us/Opportunities.aspx> under the subheading "Call for Proposals".

Deadline for submission of proposals is **30th June 2020**